



*Meeting Notice
Agenda*

Budget & Finance,

Resource Development Committee Meeting

Wed. September 7, 2016

Social Development Commission

1730 W. North Avenue

Milwaukee Wisconsin 53206

5:30pm

SDC – Board Room

If you are unable to attend this meeting, please call Abra Fortson 414-906-2720.

*NOTICE is hereby given that the Committee may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.



Social Development Commission

Pathways from poverty to success

SDC Budget & Finance, Resource Development Committee

Meeting Notice

Wed. September 7, 2016

Social Development Commission– 1730 W. North Avenue – SDC Board Room

Milwaukee, WI 53206

5:30pm

AGENDA

- | | |
|--|--------------------|
| 1. Call to order | Chair Jason Fields |
| 2. Roll Call | |
| 3. Compliance with the Open Meetings Law | |
| 4. Approval of September 7, 2016 Agenda | Action |
| 5. Approval of May 12, 2016 Meeting Minutes | Action |
| *NOTICE is hereby given that the Committee may convene in closed session to | |
| 6. consider item (s) above pursuant to Section 19.85 (1) (C), Wisconsin statutes, and may reconvene in open session to take action on items discussed. | Action |
| 7. Fiscal Updates | Action |
| 8. Old Business | Action |
| 9. New Business | Information |
| 10. Adjourn | Action |

If you are unable to attend this meeting, please call Abra Fortson at 414-906-2720

*NOTICE is hereby given that the Committee may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.



BUDGET FINANCE & RESOURCE DEVELOPMENT COMMITTEE MEMBERS

Jason Fields, Chair

Chair Jason Fields, Vincent Bobot, Gerard Randall & Alma Ramirez

Thursday May 12, 2016 - SDC Board Room 4041 N. Richards Street

1. CALL TO ORDER

Committee Chair, Jason Fields called the meeting to order at 5:30 pm

Members Present: Jason Fields Gerard Randall Vincent Bobot,

Excused Absence: Alma Ramirez

Members Absent:

2. Roll Call

3. Compliance with Open Meetings Law

It was confirmed by Abra Fortson, that the meeting was in compliance with Wisconsin Open Meetings Law.

4. Approval of the March 12, 2016 Agenda

A motion was made by Gerard Randall to accept the May 12, 2016 Budget Finance & Resource Development Committee meeting agenda. The motion was 2nd by Vincent Bobot. The motion carried.

5. Adoption of the March 10, 2016 Meeting Minutes

A motion was made by Gerard Randall to approve the March 10, 2016 Budget Finance and Resource Development Committee meeting minutes. The motion was 2nd by Vincent Bobot. The motion carried.

6. Closed Session Motion

A motion was made by Gerard Randall that the meeting convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (C), Wisconsin statutes, and may reconvene in open session to take action on items discussed.

A roll vote was taken

- Jason Fields – Aye
- Vincent Bobot – Aye
- Gerard Randall - Aye



BUDGET FINANCE & RESOURCE DEVELOPMENT COMMITTEE MEMBERS

Jason Fields, Chair

Chair Jason Fields, Vincent Bobot, Gerard Randall & Alma Ramirez

The meeting Convened in closed session. At opening it was reported that in close session the committee approved a 3 month Interim Finance Director position for Patrick Kirsenlohr .

The Committee also made a favorable recommendation to accept the audit.

8. **Fiscal Updates**

A fiscal review was given by the Finance Director.

9. **Old Business** – None

10. **New Business** – None

11. **Adjourn**

Gerard Randall made the motion to adjourn the meeting the motion was 2nd by Vincent Bobot . The motion carried.

Social Development Commission

Administrative Expenditure Report

Budget Vs Actual

		Executive	Purchasing	Human Resources	Community Relations / Marketing	Accounting	IT	Indirect Revenue	Total	Program Budget	Variance
Revenues											
10-50155-907	Fees-CSBG Shortfall-Indirect Cost Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,557.00)	(\$5,557.00)	\$0.00	\$5,556.64
10-50175-907	Fees-Indirect Admin-Indirect Cost Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$760,864.00	\$760,864.00	\$0.00	(\$760,863.58)
10-51135-000	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55192-910	Interest On Bank Accounts-Closes to Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55194-910	Garnishment Fee Income-Closes to Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55197-000	Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,872.00	\$82,872.00	\$0.00	\$0.00
10-55197-906	Other Income-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$0.00	\$1,449.00	\$0.00	(\$1,449.00)
Total Revenues		\$0.00	\$0.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$838,179.00	\$839,628.00	\$0.00	(\$756,755.94)
Expenses											
10-63164-900	Wages - Staff-Executive	\$37,994.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,994.00	\$40,530.00	\$2,536.26
10-63164-902	Wages - Staff-Purchasing	\$0.00	\$23,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,225.00	\$23,051.00	(\$173.58)
10-63164-904	Wages - Staff-Human Resources	\$0.00	\$0.00	\$61,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,945.00	\$64,995.00	\$3,049.65
10-63164-905	Wages - Community Relations	\$0.00	\$0.00	\$0.00	\$47,069.00	\$0.00	\$0.00	\$0.00	\$47,069.00	\$44,800.00	(\$2,269.11)
10-63164-906	Wages - Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$178,727.00	\$0.00	\$0.00	\$178,727.00	\$210,441.00	\$31,713.49
10-63164-909	Wages - Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,600.00	\$0.00	\$41,600.00	\$44,093.00	\$2,492.94
10-64105-900	FICA - Staff-Executive	\$2,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,927.00	\$3,101.00	\$174.04
10-64105-902	FICA - Staff-Purchasing	\$0.00	\$1,743.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,743.00	\$1,764.00	\$20.81
10-64105-904	FICA - Staff-Human Resources	\$0.00	\$0.00	\$4,346.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,346.00	\$4,970.00	\$624.29
10-64105-905	FICA - Community Relations	\$0.00	\$0.00	\$0.00	\$3,478.00	\$0.00	\$0.00	\$0.00	\$3,478.00	\$3,430.00	(\$47.67)
10-64105-906	FICA - Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$13,296.00	\$0.00	\$0.00	\$13,296.00	\$16,100.00	\$2,803.74
10-64105-909	FICA - Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,935.00	\$0.00	\$2,935.00	\$3,374.00	\$438.87
10-64113-900	W/C Staff-Executive	\$401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$401.00	\$484.00	\$83.18
10-64113-902	W/C Staff-Purchasing	\$0.00	\$168.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00	\$280.00	\$111.78
10-64113-904	W/C Staff-Human Resources	\$0.00	\$0.00	\$469.00	\$0.00	\$0.00	\$0.00	\$0.00	\$469.00	\$399.00	(\$69.50)
10-64113-905	W/C Staff-Marketing	\$0.00	\$0.00	\$0.00	\$322.00	\$0.00	\$0.00	\$0.00	\$322.00	\$273.00	(\$48.60)
10-64113-906	W/C Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,478.00	\$0.00	\$0.00	\$1,478.00	\$1,281.00	(\$197.36)
10-64113-909	W/C Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302.00	\$0.00	\$302.00	\$266.00	(\$36.13)
10-64121-900	Medical Insurance-Executive	\$6,718.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,718.00	\$8,281.00	\$1,562.93
10-64121-902	Medical Insurance-Purchasing	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,002.00	\$2,779.00	(\$222.75)
10-64121-904	Medical Insurance-Human Resources	\$0.00	\$0.00	\$13,922.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,922.00	\$17,395.00	\$3,472.93
10-64121-905	Medical Insurance-Marketing	\$0.00	\$0.00	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	\$3,002.00	\$2,779.00	(\$222.75)
10-64121-906	Medical Insurance-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$23,531.00	\$0.00	\$0.00	\$23,531.00	\$30,401.00	\$6,870.19
10-64121-909	Medical Insurance-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,957.00	\$0.00	\$8,957.00	\$8,281.00	(\$676.28)
10-64128-900	Life Insurance Staff-Executive	\$107.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.00	\$195.00	\$87.75
10-64128-902	Life Insurance Staff-Purchasing	\$0.00	\$77.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.00	\$84.00	\$7.00
10-64128-904	Life Insurance Staff-Human Resources	\$0.00	\$0.00	(\$326.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$326.00)	\$161.00	\$487.15
10-64128-905	Life Insurance Staff-Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00	\$84.00
10-64128-906	Life Insurance Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$347.00	\$0.00	\$0.00	\$347.00	\$462.00	\$114.95
10-64128-909	Life Insurance Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.00	\$0.00	\$77.00	\$147.00	\$70.00
10-64139-900	Pension Staff-Executive	\$2,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	\$2,835.00	\$375.41
10-64139-902	Pension Staff-Purchasing	\$0.00	\$793.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$793.00	\$1,616.00	\$823.28
10-64139-904	Pension Staff-Human Resources	\$0.00	\$0.00	\$3,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,809.00	\$4,550.00	\$740.90
10-64139-905	Pension Staff-Marketing	\$0.00	\$0.00	\$0.00	\$3,016.00	\$0.00	\$0.00	\$0.00	\$3,016.00	\$3,136.00	\$119.69
10-64139-906	Pension Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$11,189.00	\$0.00	\$0.00	\$11,189.00	\$14,728.00	\$3,539.30

10-64139-909	Pension Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,660.00	\$0.00	\$2,660.00	\$3,087.00	\$426.66
10-64147-900	U/C Staff-Executive	\$897.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$897.00	\$980.00	\$83.04
10-64147-902	U/C Staff-Purchasing	\$0.00	\$1,136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,136.00	\$980.00	(\$156.18)
10-64147-904	U/C Staff-Human Resources	\$0.00	\$0.00	\$2,574.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,574.00	\$2,576.00	\$2.14
10-64147-905	U/C Staff-Marketing	\$0.00	\$0.00	\$0.00	\$1,307.00	\$0.00	\$0.00	\$0.00	\$1,307.00	\$980.00	(\$327.49)
10-64147-906	U/C Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$7,146.00	\$0.00	\$0.00	\$7,146.00	\$5,880.00	(\$1,265.96)
10-64147-909	U/C Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,283.00	\$0.00	\$1,283.00	\$980.00	(\$303.41)
10-64154-900	Short Term Disability-Executive	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00	\$335.00	\$171.55
10-64154-902	Short Term Disability-Purchasing	\$0.00	\$62.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.00	\$70.00	\$8.05
10-64154-904	Other Fringe Staff-Human Resources	\$0.00	\$0.00	\$1,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,993.00	\$287.00	(\$1,705.82)
10-64154-906	Short Term Disability-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$695.00	\$0.00	\$0.00	\$695.00	\$931.00	\$235.96
10-64154-909	Short Term Disability-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178.00	\$0.00	\$178.00	\$266.00	\$88.13
10-64158-904	Oth Fringe-Flex Spending-Human Resources	\$0.00	\$0.00	\$193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.00	\$0.00	\$192.66
10-64158-905	Oth Fringe-Flex Spending-Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00	\$168.00
10-64158-911	Oth Fringe-Flex Spending-Strategic Alliance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-65102-904	Consultants-Human Resources	\$0.00	\$0.00	\$602.00	\$0.00	\$0.00	\$0.00	\$0.00	\$602.00	\$2,400.00	\$1,797.90
10-65102-906	Consultants-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
10-65110-900	Legal Fees-Executive	\$17,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,492.00	\$11,665.00	(\$5,827.00)
10-65110-902	Legal Fees-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,460.00	\$1,460.00
10-65135-906	Payroll Service Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$9,195.00	\$0.00	\$0.00	\$9,195.00	\$23,331.00	\$14,135.57
10-65136-902	Auditing-Purchasing	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,500.00	\$500.00
10-65136-904	Auditing-Human Resources	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
10-65136-906	Auditing-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,212.00	\$0.00	\$0.00	\$4,212.00	\$5,500.00	\$1,287.61
10-65144-902	Temporary Help-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
10-65144-904	Temporary Help-Human Resources	\$0.00	\$0.00	\$1,133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,133.00	\$3,000.00	\$1,866.67
10-65144-906	Temporary Help-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
10-65151-904	Employee Recruitment-Human Resources	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$2,044.00	\$644.00
10-65151-906	Employee Recruitment-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$404.00	\$0.00	\$0.00	\$404.00	\$0.00	(\$403.85)
10-65153-902	Participant Recruitment-Purchasing	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$875.00	\$854.88
10-65154-900	Certification/Memberships-Executive	\$2,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,453.00	\$3,000.00	\$547.08
10-65154-902	Certification/Memberships-Purchasing	\$0.00	\$367.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$367.00	\$875.00	\$508.48
10-65154-904	Certification/Memberships-Human Resources	\$0.00	\$0.00	\$161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161.00	\$1,736.00	\$1,575.28
10-65154-905	Certification/Memberships-Community Relations	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	(\$26.85)
10-65154-906	Certification/Memberships-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$641.00	\$0.00	\$0.00	\$641.00	\$0.00	(\$641.28)
10-65168-904	Contracted Services-Human Resources	\$0.00	\$0.00	\$6,544.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,544.00	\$9,303.00	\$2,759.03
10-65168-905	Contracted Services-Community Relations	\$0.00	\$0.00	\$0.00	\$1,343.00	\$0.00	\$0.00	\$0.00	\$1,343.00	\$12,500.00	\$11,157.50
10-65168-906	Contracted Services-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,956.00	\$4,956.00
10-65168-909	Contracted Services-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,386.00	\$0.00	\$40,386.00	\$28,256.00	(\$12,129.74)
10-66100-900	Staff Training-Executive	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$500.00	\$440.00
10-66100-902	Staff Training-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
10-66100-904	Staff Training-Human Resources	\$0.00	\$0.00	\$2,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,137.00	\$2,500.00	\$363.00
10-66100-906	Staff Training-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$885.00	\$0.00	\$0.00	\$885.00	\$4,500.00	\$3,615.00
10-66100-909	Staff Training-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$693.00	\$0.00	\$693.00	\$1,750.00	\$1,057.00
10-66102-904	Train/Meeting Agency Wide-Human Resources	\$0.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	(\$140.00)
10-67108-900	Staff-Local Travel-Executive	\$173.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$173.00	\$0.00	(\$172.84)
10-67108-902	Staff-Local Travel-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147.00	\$147.00
10-67108-904	Staff-Local Travel-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
10-67108-905	Staff-Local Travel-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
10-67108-906	Staff-Local Travel-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$175.00
10-67108-909	Staff-Local Travel-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00	\$0.00	\$134.00	\$140.00	\$5.66
10-67116-900	Staff-Out Of Town Travel-Executive	\$646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$646.00	\$2,100.00	\$1,454.39
10-67116-902	Staff-Out Of Town Travel-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$294.00
10-67116-904	Staff-Out Of Town Travel-Human Resources	\$0.00	\$0.00	\$1,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,540.00	\$1,000.00	(\$539.53)
10-67116-905	Staff-Out Of Town Travel-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
10-67116-906	Staff-Out Of Town Travel-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
10-67132-900	Participant Out Of Town Travel-Executive	\$318.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$318.00	\$0.00	(\$318.32)
10-68106-900	Rental Of Space-Executive	\$26,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,114.00	\$15,155.00	(\$10,958.51)
10-68106-902	Rental Of Space-Purchasing	\$0.00	\$3,712.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,712.00	\$4,580.00	\$868.50
10-68106-904	Rental Of Space-Human Resources	\$0.00	\$0.00	\$18,449.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,449.00	\$12,302.00	(\$6,146.72)
10-68106-905	Rental Of Space-Community Relations	\$0.00	\$0.00	\$0.00	\$20,118.00	\$0.00	\$0.00	\$0.00	\$20,118.00	\$9,250.00	(\$10,868.01)
10-68106-906	Rental Of Space-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$46,549.00	\$0.00	\$0.00	\$46,549.00	\$36,875.00	(\$9,673.58)
10-68106-909	Rental Of Space-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,636.00	\$0.00	\$20,636.00	\$21,400.00	\$763.66

Social Development Commission

Administrative Expenditure Report

Budget Vs Actual

		Executive	Purchasing	Human Resources	Community Relations / Marketing	Accounting	IT	Indirect Revenue	Total	Program Budget	Variance
Revenues											
10-50155-907	Fees-CSBG Shortfall-Indirect Cost Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,557.00)	(\$5,557.00)	\$0.00	\$5,556.64
10-50175-907	Fees-Indirect Admin-Indirect Cost Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$760,864.00	\$760,864.00	\$0.00	(\$760,863.58)
10-51135-000	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55192-910	Interest On Bank Accounts-Closes to Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55194-910	Garnishment Fee Income-Closes to Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55197-000	Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,872.00	\$82,872.00	\$0.00	\$0.00
10-55197-906	Other Income-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$0.00	\$1,449.00	\$0.00	(\$1,449.00)
Total Revenues		\$0.00	\$0.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$838,179.00	\$839,628.00	\$0.00	(\$756,755.94)
Expenses											
10-63164-900	Wages - Staff-Executive	\$37,994.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,994.00	\$40,530.00	\$2,536.26
10-63164-902	Wages - Staff-Purchasing	\$0.00	\$23,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,225.00	\$23,051.00	(\$173.58)
10-63164-904	Wages - Staff-Human Resources	\$0.00	\$0.00	\$61,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,945.00	\$64,995.00	\$3,049.65
10-63164-905	Wages - Community Relations	\$0.00	\$0.00	\$0.00	\$47,069.00	\$0.00	\$0.00	\$0.00	\$47,069.00	\$44,800.00	(\$2,269.11)
10-63164-906	Wages - Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$178,727.00	\$0.00	\$0.00	\$178,727.00	\$210,441.00	\$31,713.49
10-63164-909	Wages - Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,600.00	\$0.00	\$41,600.00	\$44,093.00	\$2,492.94
10-64105-900	FICA - Staff-Executive	\$2,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,927.00	\$3,101.00	\$174.04
10-64105-902	FICA - Staff-Purchasing	\$0.00	\$1,743.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,743.00	\$1,764.00	\$20.81
10-64105-904	FICA - Staff-Human Resources	\$0.00	\$0.00	\$4,346.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,346.00	\$4,970.00	\$624.29
10-64105-905	FICA - Community Relations	\$0.00	\$0.00	\$0.00	\$3,478.00	\$0.00	\$0.00	\$0.00	\$3,478.00	\$3,430.00	(\$47.67)
10-64105-906	FICA - Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$13,296.00	\$0.00	\$0.00	\$13,296.00	\$16,100.00	\$2,803.74
10-64105-909	FICA - Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,935.00	\$0.00	\$2,935.00	\$3,374.00	\$438.87
10-64113-900	W/C Staff-Executive	\$401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$401.00	\$484.00	\$83.18
10-64113-902	W/C Staff-Purchasing	\$0.00	\$168.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00	\$280.00	\$111.78
10-64113-904	W/C Staff-Human Resources	\$0.00	\$0.00	\$469.00	\$0.00	\$0.00	\$0.00	\$0.00	\$469.00	\$399.00	(\$69.50)
10-64113-905	W/C Staff-Marketing	\$0.00	\$0.00	\$0.00	\$322.00	\$0.00	\$0.00	\$0.00	\$322.00	\$273.00	(\$48.60)
10-64113-906	W/C Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,478.00	\$0.00	\$0.00	\$1,478.00	\$1,281.00	(\$197.36)
10-64113-909	W/C Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302.00	\$0.00	\$302.00	\$266.00	(\$36.13)
10-64121-900	Medical Insurance-Executive	\$6,718.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,718.00	\$8,281.00	\$1,562.93
10-64121-902	Medical Insurance-Purchasing	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,002.00	\$2,779.00	(\$222.75)
10-64121-904	Medical Insurance-Human Resources	\$0.00	\$0.00	\$13,922.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,922.00	\$17,395.00	\$3,472.93
10-64121-905	Medical Insurance-Marketing	\$0.00	\$0.00	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	\$3,002.00	\$2,779.00	(\$222.75)
10-64121-906	Medical Insurance-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$23,531.00	\$0.00	\$0.00	\$23,531.00	\$30,401.00	\$6,870.19
10-64121-909	Medical Insurance-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,957.00	\$0.00	\$8,957.00	\$8,281.00	(\$676.28)
10-64128-900	Life Insurance Staff-Executive	\$107.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.00	\$195.00	\$87.75
10-64128-902	Life Insurance Staff-Purchasing	\$0.00	\$77.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.00	\$84.00	\$7.00
10-64128-904	Life Insurance Staff-Human Resources	\$0.00	\$0.00	(\$326.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$326.00)	\$161.00	\$487.15
10-64128-905	Life Insurance Staff-Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00	\$84.00
10-64128-906	Life Insurance Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$347.00	\$0.00	\$0.00	\$347.00	\$462.00	\$114.95
10-64128-909	Life Insurance Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.00	\$0.00	\$77.00	\$147.00	\$70.00
10-64139-900	Pension Staff-Executive	\$2,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	\$2,835.00	\$375.41
10-64139-902	Pension Staff-Purchasing	\$0.00	\$793.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$793.00	\$1,616.00	\$823.28
10-64139-904	Pension Staff-Human Resources	\$0.00	\$0.00	\$3,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,809.00	\$4,550.00	\$740.90
10-64139-905	Pension Staff-Marketing	\$0.00	\$0.00	\$0.00	\$3,016.00	\$0.00	\$0.00	\$0.00	\$3,016.00	\$3,136.00	\$119.69
10-64139-906	Pension Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$11,189.00	\$0.00	\$0.00	\$11,189.00	\$14,728.00	\$3,539.30

10-64139-909	Pension Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,660.00	\$0.00	\$2,660.00	\$3,087.00	\$426.66
10-64147-900	U/C Staff-Executive	\$897.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$897.00	\$980.00	\$83.04
10-64147-902	U/C Staff-Purchasing	\$0.00	\$1,136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,136.00	\$980.00	(\$156.18)
10-64147-904	U/C Staff-Human Resources	\$0.00	\$0.00	\$2,574.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,574.00	\$2,576.00	\$2.14
10-64147-905	U/C Staff-Marketing	\$0.00	\$0.00	\$0.00	\$1,307.00	\$0.00	\$0.00	\$0.00	\$1,307.00	\$980.00	(\$327.49)
10-64147-906	U/C Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$7,146.00	\$0.00	\$0.00	\$7,146.00	\$5,880.00	(\$1,265.96)
10-64147-909	U/C Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,283.00	\$0.00	\$1,283.00	\$980.00	(\$303.41)
10-64154-900	Short Term Disability-Executive	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00	\$335.00	\$171.55
10-64154-902	Short Term Disability-Purchasing	\$0.00	\$62.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.00	\$70.00	\$8.05
10-64154-904	Other Fringe Staff-Human Resources	\$0.00	\$0.00	\$1,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,993.00	\$287.00	(\$1,705.82)
10-64154-906	Short Term Disability-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$695.00	\$0.00	\$0.00	\$695.00	\$931.00	\$235.96
10-64154-909	Short Term Disability-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178.00	\$0.00	\$178.00	\$266.00	\$88.13
10-64158-904	Oth Fringe-Flex Spending-Human Resources	\$0.00	\$0.00	\$193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.00	\$0.00	\$192.66
10-64158-905	Oth Fringe-Flex Spending-Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00	\$168.00
10-64158-911	Oth Fringe-Flex Spending-Strategic Alliance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-65102-904	Consultants-Human Resources	\$0.00	\$0.00	\$602.00	\$0.00	\$0.00	\$0.00	\$0.00	\$602.00	\$2,400.00	\$1,797.90
10-65102-906	Consultants-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
10-65110-900	Legal Fees-Executive	\$17,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,492.00	\$11,665.00	(\$5,827.00)
10-65110-902	Legal Fees-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,460.00	\$1,460.00
10-65135-906	Payroll Service Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$9,195.00	\$0.00	\$0.00	\$9,195.00	\$23,331.00	\$14,135.57
10-65136-902	Auditing-Purchasing	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,500.00	\$500.00
10-65136-904	Auditing-Human Resources	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
10-65136-906	Auditing-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,212.00	\$0.00	\$0.00	\$4,212.00	\$5,500.00	\$1,287.61
10-65144-902	Temporary Help-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
10-65144-904	Temporary Help-Human Resources	\$0.00	\$0.00	\$1,133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,133.00	\$3,000.00	\$1,866.67
10-65144-906	Temporary Help-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
10-65151-904	Employee Recruitment-Human Resources	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$2,044.00	\$644.00
10-65151-906	Employee Recruitment-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$404.00	\$0.00	\$0.00	\$404.00	\$0.00	(\$403.85)
10-65153-902	Participant Recruitment-Purchasing	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$875.00	\$854.88
10-65154-900	Certification/Memberships-Executive	\$2,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,453.00	\$3,000.00	\$547.08
10-65154-902	Certification/Memberships-Purchasing	\$0.00	\$367.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$367.00	\$875.00	\$508.48
10-65154-904	Certification/Memberships-Human Resources	\$0.00	\$0.00	\$161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161.00	\$1,736.00	\$1,575.28
10-65154-905	Certification/Memberships-Community Relations	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	(\$26.85)
10-65154-906	Certification/Memberships-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$641.00	\$0.00	\$0.00	\$641.00	\$0.00	(\$641.28)
10-65168-904	Contracted Services-Human Resources	\$0.00	\$0.00	\$6,544.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,544.00	\$9,303.00	\$2,759.03
10-65168-905	Contracted Services-Community Relations	\$0.00	\$0.00	\$0.00	\$1,343.00	\$0.00	\$0.00	\$0.00	\$1,343.00	\$12,500.00	\$11,157.50
10-65168-906	Contracted Services-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,956.00	\$4,956.00
10-65168-909	Contracted Services-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,386.00	\$0.00	\$40,386.00	\$28,256.00	(\$12,129.74)
10-66100-900	Staff Training-Executive	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$500.00	\$440.00
10-66100-902	Staff Training-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
10-66100-904	Staff Training-Human Resources	\$0.00	\$0.00	\$2,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,137.00	\$2,500.00	\$363.00
10-66100-906	Staff Training-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$885.00	\$0.00	\$0.00	\$885.00	\$4,500.00	\$3,615.00
10-66100-909	Staff Training-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$693.00	\$0.00	\$693.00	\$1,750.00	\$1,057.00
10-66102-904	Train/Meeting Agency Wide-Human Resources	\$0.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	(\$140.00)
10-67108-900	Staff-Local Travel-Executive	\$173.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$173.00	\$0.00	(\$172.84)
10-67108-902	Staff-Local Travel-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147.00	\$147.00
10-67108-904	Staff-Local Travel-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
10-67108-905	Staff-Local Travel-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
10-67108-906	Staff-Local Travel-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$175.00
10-67108-909	Staff-Local Travel-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00	\$0.00	\$134.00	\$140.00	\$5.66
10-67116-900	Staff-Out Of Town Travel-Executive	\$646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$646.00	\$2,100.00	\$1,454.39
10-67116-902	Staff-Out Of Town Travel-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$294.00
10-67116-904	Staff-Out Of Town Travel-Human Resources	\$0.00	\$0.00	\$1,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,540.00	\$1,000.00	(\$539.53)
10-67116-905	Staff-Out Of Town Travel-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
10-67116-906	Staff-Out Of Town Travel-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
10-67132-900	Participant Out Of Town Travel-Executive	\$318.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$318.00	\$0.00	(\$318.32)
10-68106-900	Rental Of Space-Executive	\$26,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,114.00	\$15,155.00	(\$10,958.51)
10-68106-902	Rental Of Space-Purchasing	\$0.00	\$3,712.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,712.00	\$4,580.00	\$868.50
10-68106-904	Rental Of Space-Human Resources	\$0.00	\$0.00	\$18,449.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,449.00	\$12,302.00	(\$6,146.72)
10-68106-905	Rental Of Space-Community Relations	\$0.00	\$0.00	\$0.00	\$20,118.00	\$0.00	\$0.00	\$0.00	\$20,118.00	\$9,250.00	(\$10,868.01)
10-68106-906	Rental Of Space-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$46,549.00	\$0.00	\$0.00	\$46,549.00	\$36,875.00	(\$9,673.58)
10-68106-909	Rental Of Space-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,636.00	\$0.00	\$20,636.00	\$21,400.00	\$763.66

10-68155-900	Other Space-Executive	\$1,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.00	\$0.00	(\$1,475.89)
10-68155-902	Other Space-Purchasing	\$0.00	\$829.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$829.00	\$0.00	(\$829.07)
10-68155-904	Other Space-Human Resources	\$0.00	\$0.00	\$3,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,310.00	\$0.00	(\$3,310.20)
10-68155-905	Other Space-Community Relations -	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	(\$519.95)
10-68155-906	Other Space-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,595.00	\$0.00	\$0.00	\$4,595.00	\$0.00	(\$4,595.04)
10-68155-909	Other Space-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,779.00	\$0.00	\$2,779.00	\$0.00	(\$2,779.79)
10-69112-900	Office Equipment Rental-Executive	\$1,139.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.00	\$1,456.00	\$316.70
10-69112-904	Office Equipment Rental-Human Resources	\$0.00	\$0.00	\$977.00	\$0.00	\$0.00	\$0.00	\$0.00	\$977.00	\$2,450.00	\$1,473.35
10-69112-906	Office Equipment Rental-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,728.00	\$0.00	\$0.00	\$1,728.00	\$3,206.00	\$1,478.28
10-69146-904	Equipment Maintenance-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
10-69146-905	Equipment Maintenance-Commuity Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.10
10-70102-900	Office Supplies-Executive	\$1,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,372.00	\$294.00	(\$1,077.92)
10-70102-902	Office Supplies-Purchasing	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$588.00	\$438.39
10-70102-904	Office Supplies-Human Resources	\$0.00	\$0.00	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.00	\$875.00	\$813.70
10-70102-905	Office Supplies-Community Relations	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00	\$150.00	\$67.78
10-70102-906	Office Supplies-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,420.00	\$0.00	\$0.00	\$1,420.00	\$2,212.00	\$822.36
10-70102-909	Office Supplies-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.00	\$0.00	\$71.00	\$280.00	\$209.41
10-70102-912	Office Supplies-Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-70112-906	Computer Hardware-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$600.00	\$483.21
10-70112-909	Computer Hardware-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,045.00	\$0.00	\$1,045.00	\$2,800.00	\$1,755.46
10-70113-906	Computer Software-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$14,000.00
10-70113-909	Computer Software-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00	\$0.00	\$19.00	\$7,410.00	\$7,391.38
10-72100-900	Insurance And Bonds-Executive	\$19,052.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,052.00	\$0.00	(\$19,051.69)
10-72100-904	Insurance And Bonds-Human Resources	\$0.00	\$0.00	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	\$0.00	(\$5,300.00)
10-72118-900	Duplication And Printing-Executive	\$2,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,928.00	\$875.00	(\$2,053.21)
10-72118-902	Duplication And Printing-Purchasing	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00	\$210.00	\$188.56
10-72118-904	Duplication And Printing-Human Resources	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.00	\$875.00	\$620.23
10-72118-905	Duplication And Printing-Community Relations	\$0.00	\$0.00	\$0.00	\$2,171.00	\$0.00	\$0.00	\$0.00	\$2,171.00	\$6,000.00	\$3,829.10
10-72118-906	Duplication And Printing-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105.00	\$0.00	\$0.00	\$1,105.00	\$300.00	(\$805.28)
10-72118-909	Duplication And Printing-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	(\$69.81)
10-72126-900	Subscription-Executive	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	(\$175.01)
10-72134-900	Telephone-Executive	\$1,212.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,212.00	\$1,400.00	\$187.83
10-72134-902	Telephone-Purchasing	\$0.00	\$606.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$606.00	\$630.00	\$23.91
10-72134-904	Telephone-Human Resources	\$0.00	\$0.00	\$1,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,818.00	\$1,281.00	(\$537.25)
10-72134-905	Telephone-Community Relations	\$0.00	\$0.00	\$0.00	\$1,212.00	\$0.00	\$0.00	\$0.00	\$1,212.00	\$1,225.00	\$12.83
10-72134-906	Telephone-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$3,865.00	\$0.00	\$0.00	\$3,865.00	\$1,750.00	(\$2,114.71)
10-72134-909	Telephone-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$1,225.00	\$945.00	(\$280.19)
10-72142-900	Postage And Shipping-Executive	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$150.00	(\$100.47)
10-72142-902	Postage And Shipping-Purchasing	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$147.00	\$87.34
10-72142-904	Postage And Shipping-Human Resources	\$0.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.00	\$294.00	\$221.73
10-72142-905	Postage And Shipping-Community Relations	\$0.00	\$0.00	\$0.00	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00	\$250.00	(\$174.66)
10-72142-906	Postage And Shipping-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,065.00	\$0.00	\$0.00	\$1,065.00	\$1,750.00	\$685.24
10-72142-909	Postage And Shipping-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
10-72163-906	Credit Card Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$95.00	\$0.00	(\$95.40)
10-72165-900	Meeting Expenses-Executive	\$2,286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,286.00	\$3,000.00	\$714.09
10-72166-000	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00
10-72167-900	Other-Executive	\$18,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,014.00	\$0.00	(\$18,014.21)
10-72167-902	Other-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$294.00
10-72167-904	Other-Human Resources	\$0.00	\$0.00	\$196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.00	\$0.00	(\$195.84)
10-72168-904	Bank Fees-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,806.00	\$1,806.00
10-72168-906	Bank Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,638.00	\$0.00	\$0.00	\$4,638.00	\$8,750.00	\$4,112.70
10-72169-900	Special Events-Executive	\$6,586.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,586.00	\$5,284.00	(\$1,302.40)
10-72169-905	Special Events-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,155.00	\$4,155.00
	Total Expenses	\$153,413.00	\$36,971.00	\$134,520.00	\$84,092.00	\$317,036.00	\$125,050.00	\$0.00	\$851,082.00	\$892,757.00	\$42,205.80
10-99999-000	Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,454.00	\$11,454.00	\$0.00	\$11,454.00
	BEGINNING NET ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	NET SURPLUS/(DEFICIT)	(\$153,413.00)	(\$36,971.00)	(\$134,520.00)	(\$84,092.00)	(\$315,587.00)	(\$125,050.00)	\$849,633.00	\$0.00	\$0.00	\$93,795.26
	ENDING NET ASSETS	(\$153,413.22)	(\$36,969.60)	(\$134,133.25)	(\$84,091.09)	(\$315,443.86)	(\$125,051.18)	\$755,306.94	(\$93,795.26)	\$0.00	\$93,795.26

Social Development Commission

Administrative Expenditure Report

Budget Vs Actual

		Executive	Purchasing	Human Resources	Community Relations / Marketing	Accounting	IT	Indirect Revenue	Total	Program Budget	Variance
Revenues											
10-50155-907	Fees-CSBG Shortfall-Indirect Cost Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,557.00)	(\$5,557.00)	\$0.00	\$5,556.64
10-50175-907	Fees-Indirect Admin-Indirect Cost Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$760,864.00	\$760,864.00	\$0.00	(\$760,863.58)
10-51135-000	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55192-910	Interest On Bank Accounts-Closes to Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55194-910	Garnishment Fee Income-Closes to Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-55197-000	Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,872.00	\$82,872.00	\$0.00	\$0.00
10-55197-906	Other Income-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$0.00	\$1,449.00	\$0.00	(\$1,449.00)
	Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$838,179.00	\$839,628.00	\$0.00	(\$756,755.94)
Expenses											
10-63164-900	Wages - Staff-Executive	\$37,994.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,994.00	\$40,530.00	\$2,536.26
10-63164-902	Wages - Staff-Purchasing	\$0.00	\$23,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,225.00	\$23,051.00	(\$173.58)
10-63164-904	Wages - Staff-Human Resources	\$0.00	\$0.00	\$61,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,945.00	\$64,995.00	\$3,049.65
10-63164-905	Wages - Community Relations	\$0.00	\$0.00	\$0.00	\$47,069.00	\$0.00	\$0.00	\$0.00	\$47,069.00	\$44,800.00	(\$2,269.11)
10-63164-906	Wages - Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$178,727.00	\$0.00	\$0.00	\$178,727.00	\$210,441.00	\$31,713.49
10-63164-909	Wages - Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,600.00	\$0.00	\$41,600.00	\$44,093.00	\$2,492.94
10-64105-900	FICA - Staff-Executive	\$2,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,927.00	\$3,101.00	\$174.04
10-64105-902	FICA - Staff-Purchasing	\$0.00	\$1,743.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,743.00	\$1,764.00	\$20.81
10-64105-904	FICA - Staff-Human Resources	\$0.00	\$0.00	\$4,346.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,346.00	\$4,970.00	\$624.29
10-64105-905	FICA - Community Relations	\$0.00	\$0.00	\$0.00	\$3,478.00	\$0.00	\$0.00	\$0.00	\$3,478.00	\$3,430.00	(\$47.67)
10-64105-906	FICA - Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$13,296.00	\$0.00	\$0.00	\$13,296.00	\$16,100.00	\$2,803.74
10-64105-909	FICA - Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,935.00	\$0.00	\$2,935.00	\$3,374.00	\$438.87
10-64113-900	W/C Staff-Executive	\$401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$401.00	\$484.00	\$83.18
10-64113-902	W/C Staff-Purchasing	\$0.00	\$168.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00	\$280.00	\$111.78
10-64113-904	W/C Staff-Human Resources	\$0.00	\$0.00	\$469.00	\$0.00	\$0.00	\$0.00	\$0.00	\$469.00	\$399.00	(\$69.50)
10-64113-905	W/C Staff-Marketing	\$0.00	\$0.00	\$0.00	\$322.00	\$0.00	\$0.00	\$0.00	\$322.00	\$273.00	(\$48.60)
10-64113-906	W/C Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,478.00	\$0.00	\$0.00	\$1,478.00	\$1,281.00	(\$197.36)
10-64113-909	W/C Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302.00	\$0.00	\$302.00	\$266.00	(\$36.13)
10-64121-900	Medical Insurance-Executive	\$6,718.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,718.00	\$8,281.00	\$1,562.93
10-64121-902	Medical Insurance-Purchasing	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,002.00	\$2,779.00	(\$222.75)
10-64121-904	Medical Insurance-Human Resources	\$0.00	\$0.00	\$13,922.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,922.00	\$17,395.00	\$3,472.93
10-64121-905	Medical Insurance-Marketing	\$0.00	\$0.00	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	\$3,002.00	\$2,779.00	(\$222.75)
10-64121-906	Medical Insurance-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$23,531.00	\$0.00	\$0.00	\$23,531.00	\$30,401.00	\$6,870.19
10-64121-909	Medical Insurance-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,957.00	\$0.00	\$8,957.00	\$8,281.00	(\$676.28)
10-64128-900	Life Insurance Staff-Executive	\$107.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.00	\$195.00	\$87.75
10-64128-902	Life Insurance Staff-Purchasing	\$0.00	\$77.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.00	\$84.00	\$7.00
10-64128-904	Life Insurance Staff-Human Resources	\$0.00	\$0.00	(\$326.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$326.00)	\$161.00	\$487.15
10-64128-905	Life Insurance Staff-Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00	\$84.00
10-64128-906	Life Insurance Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$347.00	\$0.00	\$0.00	\$347.00	\$462.00	\$114.95
10-64128-909	Life Insurance Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.00	\$0.00	\$77.00	\$147.00	\$70.00
10-64139-900	Pension Staff-Executive	\$2,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	\$2,835.00	\$375.41
10-64139-902	Pension Staff-Purchasing	\$0.00	\$793.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$793.00	\$1,616.00	\$823.28
10-64139-904	Pension Staff-Human Resources	\$0.00	\$0.00	\$3,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,809.00	\$4,550.00	\$740.90
10-64139-905	Pension Staff-Marketing	\$0.00	\$0.00	\$0.00	\$3,016.00	\$0.00	\$0.00	\$0.00	\$3,016.00	\$3,136.00	\$119.69
10-64139-906	Pension Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$11,189.00	\$0.00	\$0.00	\$11,189.00	\$14,728.00	\$3,539.30

10-64139-909	Pension Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,660.00	\$0.00	\$2,660.00	\$3,087.00	\$426.66
10-64147-900	U/C Staff-Executive	\$897.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$897.00	\$980.00	\$83.04
10-64147-902	U/C Staff-Purchasing	\$0.00	\$1,136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,136.00	\$980.00	(\$156.18)
10-64147-904	U/C Staff-Human Resources	\$0.00	\$0.00	\$2,574.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,574.00	\$2,576.00	\$2.14
10-64147-905	U/C Staff-Marketing	\$0.00	\$0.00	\$0.00	\$1,307.00	\$0.00	\$0.00	\$0.00	\$1,307.00	\$980.00	(\$327.49)
10-64147-906	U/C Staff-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$7,146.00	\$0.00	\$0.00	\$7,146.00	\$5,880.00	(\$1,265.96)
10-64147-909	U/C Staff-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,283.00	\$0.00	\$1,283.00	\$980.00	(\$303.41)
10-64154-900	Short Term Disability-Executive	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00	\$335.00	\$171.55
10-64154-902	Short Term Disability-Purchasing	\$0.00	\$62.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.00	\$70.00	\$8.05
10-64154-904	Other Fringe Staff-Human Resources	\$0.00	\$0.00	\$1,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,993.00	\$287.00	(\$1,705.82)
10-64154-906	Short Term Disability-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$695.00	\$0.00	\$0.00	\$695.00	\$931.00	\$235.96
10-64154-909	Short Term Disability-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178.00	\$0.00	\$178.00	\$266.00	\$88.13
10-64158-904	Oth Fringe-Flex Spending-Human Resources	\$0.00	\$0.00	\$193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.00	\$0.00	\$192.66
10-64158-905	Oth Fringe-Flex Spending-Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00	\$168.00
10-64158-911	Oth Fringe-Flex Spending-Strategic Alliance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-65102-904	Consultants-Human Resources	\$0.00	\$0.00	\$602.00	\$0.00	\$0.00	\$0.00	\$0.00	\$602.00	\$2,400.00	\$1,797.90
10-65102-906	Consultants-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
10-65110-900	Legal Fees-Executive	\$17,492.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,492.00	\$11,665.00	(\$5,827.00)
10-65110-902	Legal Fees-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,460.00	\$1,460.00
10-65135-906	Payroll Service Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$9,195.00	\$0.00	\$0.00	\$9,195.00	\$23,331.00	\$14,135.57
10-65136-902	Auditing-Purchasing	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,500.00	\$500.00
10-65136-904	Auditing-Human Resources	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
10-65136-906	Auditing-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,212.00	\$0.00	\$0.00	\$4,212.00	\$5,500.00	\$1,287.61
10-65144-902	Temporary Help-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
10-65144-904	Temporary Help-Human Resources	\$0.00	\$0.00	\$1,133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,133.00	\$3,000.00	\$1,866.67
10-65144-906	Temporary Help-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
10-65151-904	Employee Recruitment-Human Resources	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$2,044.00	\$644.00
10-65151-906	Employee Recruitment-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$404.00	\$0.00	\$0.00	\$404.00	\$0.00	(\$403.85)
10-65153-902	Participant Recruitment-Purchasing	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$875.00	\$854.88
10-65154-900	Certification/Memberships-Executive	\$2,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,453.00	\$3,000.00	\$547.08
10-65154-902	Certification/Memberships-Purchasing	\$0.00	\$367.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$367.00	\$875.00	\$508.48
10-65154-904	Certification/Memberships-Human Resources	\$0.00	\$0.00	\$161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161.00	\$1,736.00	\$1,575.28
10-65154-905	Certification/Memberships-Community Relations	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	(\$26.85)
10-65154-906	Certification/Memberships-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$641.00	\$0.00	\$0.00	\$641.00	\$0.00	(\$641.28)
10-65168-904	Contracted Services-Human Resources	\$0.00	\$0.00	\$6,544.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,544.00	\$9,303.00	\$2,759.03
10-65168-905	Contracted Services-Community Relations	\$0.00	\$0.00	\$0.00	\$1,343.00	\$0.00	\$0.00	\$0.00	\$1,343.00	\$12,500.00	\$11,157.50
10-65168-906	Contracted Services-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,956.00	\$4,956.00
10-65168-909	Contracted Services-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,386.00	\$0.00	\$40,386.00	\$28,256.00	(\$12,129.74)
10-66100-900	Staff Training-Executive	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$500.00	\$440.00
10-66100-902	Staff Training-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
10-66100-904	Staff Training-Human Resources	\$0.00	\$0.00	\$2,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,137.00	\$2,500.00	\$363.00
10-66100-906	Staff Training-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$885.00	\$0.00	\$0.00	\$885.00	\$4,500.00	\$3,615.00
10-66100-909	Staff Training-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$693.00	\$0.00	\$693.00	\$1,750.00	\$1,057.00
10-66102-904	Train/Meeting Agency Wide-Human Resources	\$0.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	(\$140.00)
10-67108-900	Staff-Local Travel-Executive	\$173.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$173.00	\$0.00	(\$172.84)
10-67108-902	Staff-Local Travel-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147.00	\$147.00
10-67108-904	Staff-Local Travel-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
10-67108-905	Staff-Local Travel-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
10-67108-906	Staff-Local Travel-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$175.00
10-67108-909	Staff-Local Travel-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00	\$0.00	\$134.00	\$140.00	\$5.66
10-67116-900	Staff-Out Of Town Travel-Executive	\$646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$646.00	\$2,100.00	\$1,454.39
10-67116-902	Staff-Out Of Town Travel-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$294.00
10-67116-904	Staff-Out Of Town Travel-Human Resources	\$0.00	\$0.00	\$1,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,540.00	\$1,000.00	(\$539.53)
10-67116-905	Staff-Out Of Town Travel-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
10-67116-906	Staff-Out Of Town Travel-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
10-67132-900	Participant Out Of Town Travel-Executive	\$318.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$318.00	\$0.00	(\$318.32)
10-68106-900	Rental Of Space-Executive	\$26,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,114.00	\$15,155.00	(\$10,958.51)
10-68106-902	Rental Of Space-Purchasing	\$0.00	\$3,712.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,712.00	\$4,580.00	\$868.50
10-68106-904	Rental Of Space-Human Resources	\$0.00	\$0.00	\$18,449.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,449.00	\$12,302.00	(\$6,146.72)
10-68106-905	Rental Of Space-Community Relations	\$0.00	\$0.00	\$0.00	\$20,118.00	\$0.00	\$0.00	\$0.00	\$20,118.00	\$9,250.00	(\$10,868.01)
10-68106-906	Rental Of Space-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$46,549.00	\$0.00	\$0.00	\$46,549.00	\$36,875.00	(\$9,673.58)
10-68106-909	Rental Of Space-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,636.00	\$0.00	\$20,636.00	\$21,400.00	\$763.66

10-68155-900	Other Space-Executive	\$1,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.00	\$0.00	(\$1,475.89)
10-68155-902	Other Space-Purchasing	\$0.00	\$829.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$829.00	\$0.00	(\$829.07)
10-68155-904	Other Space-Human Resources	\$0.00	\$0.00	\$3,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,310.00	\$0.00	(\$3,310.20)
10-68155-905	Other Space-Community Relations -	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	(\$519.95)
10-68155-906	Other Space-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,595.00	\$0.00	\$0.00	\$4,595.00	\$0.00	(\$4,595.04)
10-68155-909	Other Space-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,779.00	\$0.00	\$2,779.00	\$0.00	(\$2,779.79)
10-69112-900	Office Equipment Rental-Executive	\$1,139.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.00	\$1,456.00	\$316.70
10-69112-904	Office Equipment Rental-Human Resources	\$0.00	\$0.00	\$977.00	\$0.00	\$0.00	\$0.00	\$0.00	\$977.00	\$2,450.00	\$1,473.35
10-69112-906	Office Equipment Rental-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,728.00	\$0.00	\$0.00	\$1,728.00	\$3,206.00	\$1,478.28
10-69146-904	Equipment Maintenance-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
10-69146-905	Equipment Maintenance-Commuity Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.10
10-70102-900	Office Supplies-Executive	\$1,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,372.00	\$294.00	(\$1,077.92)
10-70102-902	Office Supplies-Purchasing	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$588.00	\$438.39
10-70102-904	Office Supplies-Human Resources	\$0.00	\$0.00	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.00	\$875.00	\$813.70
10-70102-905	Office Supplies-Community Relations	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00	\$150.00	\$67.78
10-70102-906	Office Supplies-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,420.00	\$0.00	\$0.00	\$1,420.00	\$2,212.00	\$822.36
10-70102-909	Office Supplies-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.00	\$0.00	\$71.00	\$280.00	\$209.41
10-70102-912	Office Supplies-Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-70112-906	Computer Hardware-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$600.00	\$483.21
10-70112-909	Computer Hardware-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,045.00	\$0.00	\$1,045.00	\$2,800.00	\$1,755.46
10-70113-906	Computer Software-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$14,000.00
10-70113-909	Computer Software-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00	\$0.00	\$19.00	\$7,410.00	\$7,391.38
10-72100-900	Insurance And Bonds-Executive	\$19,052.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,052.00	\$0.00	(\$19,051.69)
10-72100-904	Insurance And Bonds-Human Resources	\$0.00	\$0.00	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	\$0.00	(\$5,300.00)
10-72118-900	Duplication And Printing-Executive	\$2,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,928.00	\$875.00	(\$2,053.21)
10-72118-902	Duplication And Printing-Purchasing	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00	\$210.00	\$188.56
10-72118-904	Duplication And Printing-Human Resources	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.00	\$875.00	\$620.23
10-72118-905	Duplication And Printing-Community Relations	\$0.00	\$0.00	\$0.00	\$2,171.00	\$0.00	\$0.00	\$0.00	\$2,171.00	\$6,000.00	\$3,829.10
10-72118-906	Duplication And Printing-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105.00	\$0.00	\$0.00	\$1,105.00	\$300.00	(\$805.28)
10-72118-909	Duplication And Printing-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	(\$69.81)
10-72126-900	Subscription-Executive	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	(\$175.01)
10-72134-900	Telephone-Executive	\$1,212.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,212.00	\$1,400.00	\$187.83
10-72134-902	Telephone-Purchasing	\$0.00	\$606.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$606.00	\$630.00	\$23.91
10-72134-904	Telephone-Human Resources	\$0.00	\$0.00	\$1,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,818.00	\$1,281.00	(\$537.25)
10-72134-905	Telephone-Community Relations	\$0.00	\$0.00	\$0.00	\$1,212.00	\$0.00	\$0.00	\$0.00	\$1,212.00	\$1,225.00	\$12.83
10-72134-906	Telephone-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$3,865.00	\$0.00	\$0.00	\$3,865.00	\$1,750.00	(\$2,114.71)
10-72134-909	Telephone-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$1,225.00	\$945.00	(\$280.19)
10-72142-900	Postage And Shipping-Executive	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$150.00	(\$100.47)
10-72142-902	Postage And Shipping-Purchasing	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$147.00	\$87.34
10-72142-904	Postage And Shipping-Human Resources	\$0.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.00	\$294.00	\$221.73
10-72142-905	Postage And Shipping-Community Relations	\$0.00	\$0.00	\$0.00	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00	\$250.00	(\$174.66)
10-72142-906	Postage And Shipping-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,065.00	\$0.00	\$0.00	\$1,065.00	\$1,750.00	\$685.24
10-72142-909	Postage And Shipping-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
10-72163-906	Credit Card Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$95.00	\$0.00	(\$95.40)
10-72165-900	Meeting Expenses-Executive	\$2,286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,286.00	\$3,000.00	\$714.09
10-72166-000	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00
10-72167-900	Other-Executive	\$18,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,014.00	\$0.00	(\$18,014.21)
10-72167-902	Other-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$294.00
10-72167-904	Other-Human Resources	\$0.00	\$0.00	\$196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.00	\$0.00	(\$195.84)
10-72168-904	Bank Fees-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,806.00	\$1,806.00
10-72168-906	Bank Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,638.00	\$0.00	\$0.00	\$4,638.00	\$8,750.00	\$4,112.70
10-72169-900	Special Events-Executive	\$6,586.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,586.00	\$5,284.00	(\$1,302.40)
10-72169-905	Special Events-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,155.00	\$4,155.00
	Total Expenses	\$153,413.00	\$36,971.00	\$134,520.00	\$84,092.00	\$317,036.00	\$125,050.00	\$0.00	\$851,082.00	\$892,757.00	\$42,205.80
10-99999-000	Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,454.00	\$11,454.00	\$0.00	\$11,454.00
	BEGINNING NET ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	NET SURPLUS/(DEFICIT)	(\$153,413.00)	(\$36,971.00)	(\$134,520.00)	(\$84,092.00)	(\$315,587.00)	(\$125,050.00)	\$849,633.00	\$0.00	\$0.00	\$93,795.26
	ENDING NET ASSETS	(\$153,413.22)	(\$36,969.60)	(\$134,133.25)	(\$84,091.09)	(\$315,443.86)	(\$125,051.18)	\$755,306.94	(\$93,795.26)	\$0.00	\$93,795.26

10-68155-900	Other Space-Executive	\$1,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.00	\$0.00	(\$1,475.89)
10-68155-902	Other Space-Purchasing	\$0.00	\$829.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$829.00	\$0.00	(\$829.07)
10-68155-904	Other Space-Human Resources	\$0.00	\$0.00	\$3,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,310.00	\$0.00	(\$3,310.20)
10-68155-905	Other Space-Community Relations -	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	(\$519.95)
10-68155-906	Other Space-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,595.00	\$0.00	\$0.00	\$4,595.00	\$0.00	(\$4,595.04)
10-68155-909	Other Space-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,779.00	\$0.00	\$2,779.00	\$0.00	(\$2,779.79)
10-69112-900	Office Equipment Rental-Executive	\$1,139.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.00	\$1,456.00	\$316.70
10-69112-904	Office Equipment Rental-Human Resources	\$0.00	\$0.00	\$977.00	\$0.00	\$0.00	\$0.00	\$0.00	\$977.00	\$2,450.00	\$1,473.35
10-69112-906	Office Equipment Rental-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,728.00	\$0.00	\$0.00	\$1,728.00	\$3,206.00	\$1,478.28
10-69146-904	Equipment Maintenance-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
10-69146-905	Equipment Maintenance-Commuity Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.10
10-70102-900	Office Supplies-Executive	\$1,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,372.00	\$294.00	(\$1,077.92)
10-70102-902	Office Supplies-Purchasing	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$588.00	\$438.39
10-70102-904	Office Supplies-Human Resources	\$0.00	\$0.00	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.00	\$875.00	\$813.70
10-70102-905	Office Supplies-Community Relations	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00	\$150.00	\$67.78
10-70102-906	Office Supplies-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,420.00	\$0.00	\$0.00	\$1,420.00	\$2,212.00	\$822.36
10-70102-909	Office Supplies-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.00	\$0.00	\$71.00	\$280.00	\$209.41
10-70102-912	Office Supplies-Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-70112-906	Computer Hardware-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$600.00	\$483.21
10-70112-909	Computer Hardware-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,045.00	\$0.00	\$1,045.00	\$2,800.00	\$1,755.46
10-70113-906	Computer Software-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$14,000.00
10-70113-909	Computer Software-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00	\$0.00	\$19.00	\$7,410.00	\$7,391.38
10-72100-900	Insurance And Bonds-Executive	\$19,052.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,052.00	\$0.00	(\$19,051.69)
10-72100-904	Insurance And Bonds-Human Resources	\$0.00	\$0.00	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	\$0.00	(\$5,300.00)
10-72118-900	Duplication And Printing-Executive	\$2,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,928.00	\$875.00	(\$2,053.21)
10-72118-902	Duplication And Printing-Purchasing	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00	\$210.00	\$188.56
10-72118-904	Duplication And Printing-Human Resources	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.00	\$875.00	\$620.23
10-72118-905	Duplication And Printing-Community Relations	\$0.00	\$0.00	\$0.00	\$2,171.00	\$0.00	\$0.00	\$0.00	\$2,171.00	\$6,000.00	\$3,829.10
10-72118-906	Duplication And Printing-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105.00	\$0.00	\$0.00	\$1,105.00	\$300.00	(\$805.28)
10-72118-909	Duplication And Printing-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	(\$69.81)
10-72126-900	Subscription-Executive	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	(\$175.01)
10-72134-900	Telephone-Executive	\$1,212.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,212.00	\$1,400.00	\$187.83
10-72134-902	Telephone-Purchasing	\$0.00	\$606.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$606.00	\$630.00	\$23.91
10-72134-904	Telephone-Human Resources	\$0.00	\$0.00	\$1,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,818.00	\$1,281.00	(\$537.25)
10-72134-905	Telephone-Community Relations	\$0.00	\$0.00	\$0.00	\$1,212.00	\$0.00	\$0.00	\$0.00	\$1,212.00	\$1,225.00	\$12.83
10-72134-906	Telephone-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$3,865.00	\$0.00	\$0.00	\$3,865.00	\$1,750.00	(\$2,114.71)
10-72134-909	Telephone-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$1,225.00	\$945.00	(\$280.19)
10-72142-900	Postage And Shipping-Executive	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$150.00	(\$100.47)
10-72142-902	Postage And Shipping-Purchasing	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$147.00	\$87.34
10-72142-904	Postage And Shipping-Human Resources	\$0.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.00	\$294.00	\$221.73
10-72142-905	Postage And Shipping-Community Relations	\$0.00	\$0.00	\$0.00	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00	\$250.00	(\$174.66)
10-72142-906	Postage And Shipping-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,065.00	\$0.00	\$0.00	\$1,065.00	\$1,750.00	\$685.24
10-72142-909	Postage And Shipping-Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
10-72163-906	Credit Card Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$95.00	\$0.00	(\$95.40)
10-72165-900	Meeting Expenses-Executive	\$2,286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,286.00	\$3,000.00	\$714.09
10-72166-000	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00
10-72167-900	Other-Executive	\$18,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,014.00	\$0.00	(\$18,014.21)
10-72167-902	Other-Purchasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$294.00
10-72167-904	Other-Human Resources	\$0.00	\$0.00	\$196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.00	\$0.00	(\$195.84)
10-72168-904	Bank Fees-Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,806.00	\$1,806.00
10-72168-906	Bank Fees-Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$4,638.00	\$0.00	\$0.00	\$4,638.00	\$8,750.00	\$4,112.70
10-72169-900	Special Events-Executive	\$6,586.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,586.00	\$5,284.00	(\$1,302.40)
10-72169-905	Special Events-Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,155.00	\$4,155.00
	Total Expenses	\$153,413.00	\$36,971.00	\$134,520.00	\$84,092.00	\$317,036.00	\$125,050.00	\$0.00	\$851,082.00	\$892,757.00	\$42,205.80
10-99999-000	Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,454.00	\$11,454.00	\$0.00	\$11,454.00
	BEGINNING NET ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	NET SURPLUS/(DEFICIT)	(\$153,413.00)	(\$36,971.00)	(\$134,520.00)	(\$84,092.00)	(\$315,587.00)	(\$125,050.00)	\$849,633.00	\$0.00	\$0.00	\$93,795.26
	ENDING NET ASSETS	(\$153,413.22)	(\$36,969.60)	(\$134,133.25)	(\$84,091.09)	(\$315,443.86)	(\$125,051.18)	\$755,306.94	(\$93,795.26)	\$0.00	\$93,795.26

**Social Development Commission
Combined Balance Sheet
July 31, 2016**

	Governmental Fund Types		Proprietary Fund Types			Foundation	Totals
	General	Special Revenue	Enterprise	Internal Services	SD Properties		
ASSETS							
Cash	75,892	-	-	-	567,217	124,209	767,318
Restricted Cash	-	12,600	-	-	-	607	13,207
Due from grantor agencies	-	1,927,100	-	-	-	-	1,927,100
Other accounts receivable	-	1,459	148,626	26,745	74,435	-	251,265
Due from other funds	840,408	(830,823)	(89,705)	(7,394)	34,841	52,673	-
Inventory	-	39,249	-	1,883	-	-	41,132
Prepaid Expenses	29,327	395	-	47,368	-	-	77,090
Total Current Assets	945,627	1,149,980	58,921	68,602	676,493	177,489	3,077,112
Buildings and equipment	-	-	-	432,687	1,658,377	-	2,091,064
Accumulated depreciation	-	-	-	(430,221)	(519,292)	-	(949,513)
Buildings and Equipment, Net	-	-	-	2,466	1,139,085	-	1,141,551
TOTAL ASSETS	945,627	1,149,980	58,921	71,068	1,815,578	177,489	4,218,663
LIABILITIES							
Accounts Payable	23,181	141,037	-	71,068	16,833	166	252,285
Accrued Liabilities	65,858	2,049	-	-	-	-	67,907
Deferred revenue	143,962	766,560	-	-	-	-	910,522
Notes Payable	-	-	-	-	1,665,619	-	1,665,619
Total Liabilities	233,001	909,646	-	71,068	1,682,452	166	2,896,333
FUND EQUITY (DEFICIT)							
Restricted	29,327	39,644	-	49,251	-	-	118,222
Unrestricted	683,299	200,690	58,921	(49,251)	133,126	177,323	1,204,108
Total Fund Equity (Deficit)	712,626	240,334	58,921	-	133,126	177,323	1,322,330
TOTAL LIABILITIES AND FUND EQUITY	945,627	1,149,980	58,921	71,068	1,815,578	177,489	4,218,663

Social Development Commission
Income Statement
January 1, 2016 to July 31, 2016

	General	Special Revenue	Enterprise	Internal Services	SD Properties	SDC Foundation	Total
Revenues	\$ 777,090	\$ 7,020,229	\$ 56,133	\$ 620,470	\$ 257,380	\$ 95,994	\$ 8,827,296
Expenses							
Volunteer Expenses	-	109,302	-	-	-	-	109,302
Staff Wages	390,560	1,804,172	12,913	107,515	-	-	2,315,160
Staff Fringes	70,295	701,769	6,584	40,311	-	-	818,959
Consultants	602	46,297	-	-	-	-	46,899
Contractual Service for Weatheriz	-	1,512,881	-	-	-	-	1,512,881
Contractual Services	88,278	531,256	138	29,460	13,085	974	663,191
Training and Educational	3,915	22,843	-	270	-	35	27,063
Travel	2,811	29,117	96	71	82	295	32,472
Occupancy	149,087	556,875	3,726	446,387	122,672	-	1,278,747
Equipment	3,844	32,909	949	9,393	3,684	-	50,779
Supplies	4,335	131,043	1,125	10,704	3,411	5,674	156,292
Direct Assistance to Participants	-	665,798	18,734	46	-	-	684,578
Other	74,817	138,348	6,641	42,117	50,496	62,741	375,160
Indirect Costs	-	723,258	5,227	-	27,614	4,765	760,864
Total Expenditures	788,544	7,005,868	56,133	686,274	221,044	74,484	8,832,347
Net Change in Assets	(11,454)	14,361	-	(65,804)	36,336	21,510	(5,051)
Transfers							
Transfers	11,454	(11,454)	-	24,931	(24,931)	-	-
Total Transfers	11,454	(11,454)	-	24,931	(24,931)	-	-
BEGINNING NET ASSETS	712,626	237,427	58,921	40,873	121,721	155,813	1,327,381
NET SURPLUS/(DEFICIT)	-	2,907	-	(40,873)	11,405	21,510	(5,051)
ENDING NET ASSETS	\$ 712,626	\$ 240,334	\$ 58,921	\$ -	\$ 133,126	\$ 177,323	\$ 1,322,330

Social Development Commission

Program Expenditure Report

Budget Vs Actual

		Program Support Services	Energy Assistance	VITA	Residential Services	Health Services	Project GAIN	Food Service	YDP	Education & Job Training	Young Adult Programs	Total	Program Budget	Variance
Revenues														
11-51135-000	Donations	\$0.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,160.00	\$0.00	(\$2,160.00)
11-55188-000	Income-Ways to W	\$854.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$854.84	\$0.00	(\$854.84)
11-55192-000	Interest On Bank A	\$0.00	\$0.00	\$0.00	\$209.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$209.71	\$0.00	(\$209.71)
11-55193-000	GED Testing Incor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,014.00	\$0.00	\$3,014.00	\$0.00	(\$3,014.00)
11-55197-000	Other Income	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	(\$500.00)
11-55221-000	Wraparound CAM	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00	\$0.00	(\$334.00)
11-58110-000	Federal Grant Reve	\$706,141.29	\$3,941.56	\$260,912.88	\$603,766.64	\$228,296.10	\$0.00	\$1,586,433.46	\$16,376.77	\$270,572.53	\$103,282.05	\$3,779,723.28	\$0.00	(\$3,773,151.63)
11-58210-000	State Grant Revent	\$0.00	\$0.00	\$0.00	\$2,526,685.31	\$205,049.15	\$203,131.91	\$0.00	\$205,220.86	\$1,627.45	\$0.00	\$3,141,714.68	\$0.00	(\$3,141,714.68)
11-58330-000	Other Local Grants	\$0.00	\$5,358.76	\$46,717.87	\$18,784.00	\$29,008.25	\$0.00	\$2,409.03	(\$7,590.87)	\$6,012.37	\$0.00	\$100,699.41	\$0.00	(\$98,290.38)
	Total Revenues	\$707,496.13	\$9,300.32	\$309,790.75	\$3,149,445.66	\$462,687.50	\$203,131.91	\$1,588,842.49	\$214,006.76	\$281,226.35	\$103,282.05	\$7,029,209.92	\$6,971,263.27	\$57,946.65
Expenses														
11-62109-000	Stipends-Work	\$0.00	\$0.00	\$0.00	\$0.00	\$97,588.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,588.47	\$130,624.06	\$33,035.59
11-62117-000	Stipends-Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.81	\$145.81
11-62125-000	Stipends-Travel	\$0.00	\$0.00	\$0.00	\$248.75	\$10,765.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,013.88	\$14,229.81	\$3,215.93
11-62158-000	Other Volunteer Ex	\$0.00	\$0.00	\$0.00	\$0.00	\$699.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$699.95	\$2,185.15	\$1,485.20
11-63164-000	Wages - Staff	\$262,147.56	\$6,648.01	\$118,952.83	\$503,321.64	\$184,729.29	\$93,075.56	\$380,670.67	\$104,976.24	\$94,335.70	\$55,314.88	\$1,804,172.38	\$1,945,189.45	\$141,017.07
11-64105-000	FICA - Staff	\$18,965.62	\$510.46	\$9,084.70	\$29,381.43	\$14,101.95	\$6,392.13	\$27,095.82	\$6,936.99	\$6,965.57	\$3,935.33	\$123,370.00	\$152,889.12	\$29,519.12
11-64113-000	W/C Staff	\$999.84	\$57.57	\$333.61	\$7,932.01	\$1,537.51	\$995.68	\$15,840.53	\$936.99	\$550.39	\$498.27	\$29,682.40	\$38,756.71	\$9,074.31
11-64121-000	Medical Insurance	\$44,750.79	\$0.00	\$0.00	\$73,611.98	\$21,622.77	\$27,086.33	\$95,356.46	\$18,582.15	\$4,109.27	\$16,871.27	\$301,991.02	\$384,999.51	\$83,008.49
11-64128-000	Life Insurance Staf	\$602.25	\$18.15	\$66.00	\$1,146.95	\$721.82	\$284.24	\$1,427.56	\$257.84	\$178.37	\$187.55	\$4,890.73	\$6,073.99	\$1,183.26
11-64139-000	Pension Staff	\$16,022.35	\$225.55	\$1,236.67	\$25,342.24	\$12,094.13	\$5,639.33	\$22,315.60	\$5,731.51	\$5,161.53	\$3,363.39	\$97,132.30	\$132,130.44	\$34,998.14
11-64147-000	U/C Staff	\$9,295.98	\$956.61	\$9,650.63	\$19,202.50	\$10,190.34	\$4,756.76	\$25,101.80	\$4,989.15	\$5,029.73	\$3,730.60	\$92,904.10	\$129,147.28	\$36,243.18
11-64154-000	Short Term Disabil	\$1,052.14	(\$30.78)	\$120.06	\$1,801.33	\$1,052.91	\$382.53	\$1,616.01	\$283.22	\$275.72	\$303.97	\$6,857.11	\$7,942.09	\$1,084.98
11-64158-000	Oth Fringe-Flex Sp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$234.00	\$234.00
11-64171-000	Fringe - In House C	\$0.00	\$0.00	\$0.00	\$44,941.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,941.53	\$0.00	(\$44,941.53)
11-65102-000	Consultants	\$44,013.47	\$0.00	\$0.00	\$533.60	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,297.07	\$50,000.00	\$3,702.93
11-65105-000	Contractual	\$0.00	\$0.00	\$31,000.00	\$1,461,880.72	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$1,512,880.72	\$1,309,707.57	(\$203,173.15)
11-65106-000	Contractual - Furn	\$0.00	\$0.00	\$0.00	\$294,924.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294,924.75	\$0.00	(\$294,924.75)
11-65134-000	Security Guard Ser	\$0.00	\$0.00	\$18,059.35	\$0.00	\$0.00	\$0.00	\$0.00	\$6,459.21	\$0.00	(\$6,459.21)	\$18,059.35	\$13,900.00	(\$4,159.35)
11-65136-000	Auditing	\$3,000.00	\$0.00	\$2,000.00	\$22,587.61	\$3,000.00	\$0.00	\$4,900.00	\$1,000.00	\$6,500.00	\$0.00	\$42,987.61	\$36,900.00	(\$6,087.61)
11-65144-000	Temporary Help	\$0.00	\$0.00	\$9,977.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,977.08	\$12,955.00	\$2,977.92
11-65151-000	Employee Recruitn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00
11-65153-000	Participant Recruit	\$75.00	\$0.00	\$0.00	\$264.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$339.76	\$3,291.62	\$2,951.86
11-65154-000	Memberships & Li	\$23,598.00	\$0.00	\$0.00	\$2,028.02	\$917.52	\$47.52	\$1,759.69	\$47.52	\$210.00	\$0.00	\$28,608.27	\$27,740.65	(\$867.62)
11-65168-000	Contracted Service	\$700.21	\$0.00	\$6,750.00	\$109,847.75	\$1,476.71	\$0.00	\$0.00	\$15,132.21	\$2,451.99	\$0.00	\$136,358.87	\$159,780.77	\$23,421.90
11-66100-000	Staff Training	\$287.00	\$0.00	\$0.00	\$7,056.00	\$1,406.20	\$0.00	\$0.00	\$4,535.00	\$0.00	\$299.00	\$13,583.20	\$39,141.93	\$25,558.73
11-66118-000	Participant Trainin	\$20.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$189.27	\$0.00	\$0.00	\$6,800.00	\$1,000.00	\$9,259.27	\$16,750.31	\$7,491.04
11-67108-000	Staff-Local Travel	\$436.99	\$0.00	\$0.00	\$1,870.92	\$554.05	\$1,078.44	\$3,433.57	\$0.00	\$75.06	\$231.91	\$7,680.94	\$13,142.27	\$5,461.33
11-67116-000	Staff-Out Of Town	\$984.62	\$0.00	\$0.00	\$14,203.17	\$3,292.24	\$0.00	\$0.00	\$0.00	\$0.00	\$195.75	\$18,675.78	\$25,154.57	\$6,478.79
11-67124-000	Participant Local T	\$0.00	\$0.00	\$0.00	\$0.00	\$88.89	\$30.00	\$0.00	\$1,766.00	\$0.00	\$875.00	\$2,759.89	\$3,881.25	\$1,121.36
11-68105-000	Rental of Space - E	\$104,709.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,709.63	\$237.50	(\$104,472.13)
11-68106-000	Rental Of Space	\$29,428.44	\$0.00	\$44,297.21	\$100,006.70	\$12,462.55	\$9,507.31	\$88,416.99	\$10,200.37	\$87,770.75	\$19,768.55	\$401,858.87	\$297,496.21	(\$104,362.66)
11-68122-000	Utilities	\$0.00	\$0.00	\$403.43	\$0.00	\$0.00	\$0.00	\$22,639.24	\$0.00	\$0.00	\$0.00	\$23,042.67	\$21,399.00	(\$1,643.67)
11-68130-000	Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,570.62	\$0.00	\$0.00	\$0.00	\$1,570.62	\$1,757.00	\$186.38
11-68131-000	Internal Maintenanc	\$0.00	\$0.00	\$854.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$854.28	\$0.00	(\$854.28)

11-68155-000	Other Space	\$2,723.64	\$0.00	\$1,533.76	\$9,071.81	\$2,087.31	\$1,308.15	\$0.00	\$575.07	\$4,019.94	\$3,518.93	\$24,838.61	\$554.15	(\$24,284.46)
11-69112-000	Office Equipment I	\$0.00	\$0.00	\$329.53	\$2,190.65	\$57.26	\$0.00	\$650.98	\$898.32	\$687.16	\$278.35	\$5,092.25	\$10,499.65	\$5,407.40
11-69138-000	Program Equipmer	\$0.00	\$0.00	\$88.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88.52	\$0.00	(\$88.52)
11-69146-000	Equipment Mainte	\$0.00	\$0.00	\$0.00	\$3,305.86	\$0.00	\$0.00	\$771.08	\$0.00	\$0.00	\$0.00	\$4,076.94	\$0.00	(\$4,076.94)
11-69147-000	Vehicle Repairs	\$0.00	\$0.00	\$0.00	\$477.64	\$0.00	\$0.00	\$23,139.97	\$34.08	\$0.00	\$0.00	\$23,651.69	\$23,590.00	(\$61.69)
11-69151-000	Equipment Depreci	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,565.00	\$1,565.00
11-70102-000	Office Supplies	\$883.77	(\$51.20)	\$2,967.71	\$2,324.99	\$352.89	\$137.34	\$6,217.20	\$641.18	\$162.53	\$0.00	\$13,636.41	\$18,002.41	\$4,366.00
11-70110-000	Program Supplies	\$1,198.82	\$0.00	\$0.00	\$44,547.00	\$8,154.44	\$0.00	\$23,076.67	\$4,529.10	\$1,648.71	\$2,235.13	\$85,389.87	\$96,351.36	\$10,961.49
11-70112-000	Computer Hardwar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$234.50	\$0.00	\$234.50	\$6,769.00	\$6,534.50
11-70144-000	Maintenance Suppl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00	\$7.00
11-70147-000	Vehicle Expenses	\$0.00	\$0.00	\$0.00	\$16,221.51	\$0.00	\$0.00	\$15,042.44	\$423.01	\$0.00	\$95.00	\$31,781.96	\$34,909.81	\$3,127.85
11-71142-000	Participant Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11-71147-000	Participant Activiti	\$77.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,295.00	\$0.00	\$0.00	\$5,372.68	\$7,300.00	\$1,927.32
11-71151-000	Beneficiary Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$632,402.13	\$0.00	\$272.11	\$0.00	\$632,674.24	\$641,979.00	\$9,304.76
11-71166-000	Client Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,700.00	\$31,568.00	\$12,868.00
11-71168-000	Other Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,137.97	\$0.00	\$0.00	\$0.00	\$0.00	\$8,137.97	\$6,333.32	(\$1,804.65)
11-71169-000	Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$913.50	\$0.00	\$913.50	\$6,000.00	\$5,086.50
11-72100-000	Insurance And Bon	\$0.00	\$0.00	\$0.00	\$6,104.00	\$0.00	\$0.00	\$14,544.80	\$1,264.06	\$0.00	\$0.00	\$21,912.86	\$32,619.40	\$10,706.54
11-72118-000	Duplication And Pt	\$1,825.96	\$0.00	\$10,230.00	\$13,366.00	\$4,332.50	\$413.44	\$1,924.91	\$1,751.83	\$2,548.44	\$203.63	\$36,596.71	\$29,389.58	(\$7,207.13)
11-72126-000	Subscription	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	\$875.00
11-72133-000	Data Communicati	\$0.00	\$0.00	\$0.00	\$131.94	\$0.00	\$808.15	\$0.00	\$0.00	\$0.00	\$0.00	\$940.09	\$385.00	(\$555.09)
11-72134-000	Telephone	\$4,734.05	\$0.00	\$6,038.30	\$13,218.69	\$4,841.50	\$2,652.51	\$6,470.79	\$2,023.58	\$3,109.41	\$1,361.93	\$44,450.76	\$28,985.83	(\$15,464.93)
11-72135-000	Cellular Telephone	\$0.00	\$0.00	\$0.00	\$659.70	\$0.00	\$0.00	\$2,042.00	\$0.00	\$0.00	\$0.00	\$2,701.70	\$4,872.00	\$2,170.30
11-72142-000	Postage And Shipp	\$102.93	\$0.00	\$1,001.31	\$1,975.91	\$849.72	\$411.49	\$459.94	\$48.73	\$31.27	\$276.06	\$5,157.36	\$13,572.00	\$8,414.64
11-72165-000	Meeting Expenses	\$155.31	\$0.00	\$653.60	\$759.58	\$25.72	\$0.00	\$0.00	\$0.00	\$0.00	\$72.50	\$1,666.71	\$7,741.26	\$6,074.55
11-72167-000	Other Expense	\$0.00	\$0.00	\$0.00	\$571.19	\$14,748.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,319.52	\$10,616.65	(\$4,702.87)
11-72168-000	Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58.00	\$58.00
11-72169-000	Special Events & F	\$6,651.39	\$0.00	\$1,983.32	\$0.00	\$30.00	\$0.00	\$0.00	\$289.60	\$197.66	\$450.00	\$9,601.97	\$46,599.31	\$36,997.34
11-73175-000	Indirect Cost	\$69,439.07	\$965.95	\$32,175.22	\$308,530.42	\$34,081.32	\$21,097.76	\$170,873.46	\$22,117.26	\$26,957.15	\$11,785.24	\$698,022.85	\$735,851.22	\$37,828.37
11-89998-000	Indirect Shortfall	\$0.00	\$0.00	\$0.00	\$10,597.41	\$13,800.62	\$0.00	\$0.00	\$0.00	\$0.00	\$836.80	\$25,234.83	\$119,404.25	\$94,169.42
11-89999-000	In-Kind Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,992.00	\$76,992.00
	Total Expenses	\$648,882.51	\$9,300.32	\$309,787.12	\$3,157,438.66	\$463,414.04	\$203,131.91	\$1,589,760.93	\$221,725.22	\$281,196.46	\$121,229.83	\$7,005,867.00	\$6,971,263.27	(\$34,603.73)
	BEGINNING NE'	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	NET SURPLUS/(I	\$58,613.62	\$0.00	\$3.63	(\$7,993.00)	(\$726.54)	\$0.00	(\$918.44)	(\$7,718.46)	\$29.89	(\$17,947.78)	\$23,342.92	\$0.00	\$92,550.38
	ENDING NET AS	\$58,613.62	\$0.00	\$3.63	(\$7,993.00)	(\$726.54)	\$0.00	(\$9,899.12)	(\$7,718.46)	\$29.89	(\$17,947.78)	\$14,362.24	\$0.00	(\$14,362.24)



Community Relations-Social
Development Commission
(CD-SDC)

PROCUREMENT CARD
(P-Card)

PROCEDURE MANUAL



Welcome to CR-SDC's Procurement Card (P-Card) Program

The P-Card program is designed to make it easier and more cost effective for CR-SDC personnel to make small dollar purchases of goods and services from any supplier who accepts MasterCard; which most of our suppliers do.

If you have any comments, questions or feedback, please contact your P Card Administrator Monique Jones, via email or at ext. 2803. In Monique's absence, contact Kelly Parkhill via email or at ext. 2744.

This procedure manual consists of three sections: General Information & Cardholder Use, Additional Information for Cardholder Use Specific to Travel Responsibilities/Processes and Internet Purchasing Policies.

This manual will address most of your questions about the P-Card Program and provide guidelines for using your P-Card.

Listed below you will find definitions used throughout this manual.

JPMC	Abbreviation for JP Morgan Chase; the bank that provides our credit card services
SDOL	Abbreviation for JPMC's online system; Smart Data OnLine
P-Card	Procurement/Credit Card issued by the CR-SDC to an approved employee
Cardholder	Employee that has been issued a P-card and who is authorized to make purchases in accordance with these procedures.
P-Cardholder	Same as above except that it includes provisions for using P-card for travel and/or seminar registration. These employees must follow the same procedures as for cardholders but have special reconciliation processes when using for travel and/or seminar registration.
Allocation Personnel	An employee who can allocate the expenses to the correct account(s) for his/her cardholders.
P-Card Administrator	Individual responsible for issuing cards, providing training and responding to questions related to the program. Currently Monique Jones
P-Card Auditor	A department head, supervisor or designee, who reviews and approves a cardholder's monthly statement of account in accordance with the procedures
P-Card Reconciliation Specialist	Individual responsible for accepting statements, responding to questions related to reconciliation or allocation and who is responsible for assuring payment to the card issuer. Currently Monique Jones
Cardholder Statement	A monthly list of all transactions made by the cardholder. Unless otherwise directed by the department head and/or supervisor, the cardholder is responsible for reconciling the statement against purchases made.
Single Limit	The dollar amount established for a single transaction. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
Credit Limit	A dollar amount limiting the total dollar amount for all purchases made within a billing cycle. Our billing cycle begins on the 16 th of each month. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
1099 Vendor	A 1099 vendor is defined as an individual, sole proprietorship or limited partnership that is paid more than \$600 for services. All medical and/or attorney's fees are considered 1099 reportable, regardless of their status.

SECTION 1

General Information & Cardholder Use

General

The unique P-Card the cardholder receives has his/her name embossed on it, as well as the CR-SDC and the tax-exempt number. The cardholder is the **ONLY person authorized to use the card**. The cardholder may make transactions on behalf of others in their department/division, however the cardholder is responsible for all use of his/her card.

A number of unique controls have been developed for this program that does not exist in a traditional credit card environment. These controls ensure the card can be used only for specific purposes and within specific dollar limits.

Cardholders that have been authorized to use their cards for travel and/or seminar registration **must** also review Section 2.

Cardholder Limits:

All P-Cards have a monthly limit, and in most cases, a single transaction limit. The P-Card Administrator, in conjunction with your department head/division manager or their designee, has established these limits. This information was provided to you when you received your training and/or your actual card. If you feel the limits are not sufficient and/or you feel you should be authorized to use your card for travel and/or seminar registration, you must have them issue the Change Form found in the Appendix or in on the Insider.

Note: Change in limits is subject to approval by P-Card Administrator.

If you have a card that allows you to use it for travel and seminar registration, your single limit may be higher to accommodate this, however, **when used for non-travel purposes, your purchases must remain under \$1,000 unless you have prior approval from the P-Card Administrator.**

Types of Credit Card Purchases

Examples of purchases that the P-Card may or may not be used for include, but are not necessarily limited to the items listed below. If you feel you have a need to purchase items on the “will do” list and/or the requisition submission schedule, you must obtain written approval from the applicable buyer before proceeding. Small dollar software/hardware requires written IT approval. All written approvals should be retained with your receipts, as they must be submitted with your monthly statement.

Examples of Acceptable Purchases	Examples of Unacceptable Purchases
Office Supplies thru Office Max only	Capital Equipment
Books, periodicals, subscriptions, video tapes, etc.	Services from a 1099 vendor
Small dollar Software/Hardware with IT approval* *IT approval must be in writing. Current point person for this purpose is Lisa Greco – ext.2787	Software/Hardware without IT approval
Maintenance/Repair/Operations Items	Items on a Blanket Purchase Order
Safety Equipment/Supplies	Gasoline/Fuel Oil unless prior approval obtained
Internet Purchases under \$1000 (see also Section III)	Vehicle Repairs
	Sales Tax
	Personal purchases
	Contracted Services

Exceptions: Cards established as “Accounts Payable” Cards are allowed to process direct buys up to \$5,000. Additionally, if the master AP card is used to process payments against a purchase order, it may be used for any of the items listed under Unacceptable Purchases.

Abuse Policy

All cardholders and card users are expected to follow Procurement Card Program policies. Listed below are the actions considered to be abuse of the policy as well as the resulting consequences for the abuse. Consequences will be administered by the P-Card Administrator and/or Human Resources Division as applicable in accordance with the terms provided in the abuse sections below. Consequences are administrative actions taken in response to P-Card abuse. These actions include written notifications of abuse, additional training and/or temporary/permanent suspension of card privileges. Such actions are intended to give cardholders the assistance needed to be in compliance with the policy and to provide accountability for the Program.

Administering consequences shall not preclude the possibility of disciplinary action up to and including termination. The determination and administration of any disciplinary actions resulting from P-Card abuse shall be the responsibility of the Human Resources Division.

Individual Cardholder or Department Card User Abuse:

Level 1 Abuse

1. Allowing another individual to use your card
2. Purchasing restricted commodities
3. Failing to obtain receipts
4. Failure to follow Internet Guidelines when making Internet Purchases(Reference Section 3)
5. Failure to monitor charging of sales tax that result in charges of \$10 or more of sales tax in a single transaction.
6. Failing to use county-wide contract for commodities or services
7. Splitting transactions to bypass established limits without the approval of the P-Card Administrator, Monique Jones. Note: Bill Koch may authorize a one-time split transaction.
8. Making unacceptable purchases as defined in the Procurement Card Procedure Manual
9. Failing to protect P-Card
10. Failing to turn receipts and statements in to Accounts Payable within the given timeframe.

Consequences for Level 1 Abuse:

First incident: Written notification (may be e-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's Manager and Director will also receive a copy of the notification.

Second incident: Forfeiture of P-Card privileges. Written notification with supporting documentation will be sent to cardholder, cardholder's Manager and Director

Continual abuse will result in extended to permanent suspension of card.

Level 2 Abuse

1. Using the card to purchase personal items or for personal use
2. Fraudulent Use

Consequences for Level 2 Abuse:

Reported fraudulent use will result in immediate revocation of the card.

Written notification of reported fraudulent use will be given to the cardholder's Manager, Director and to the Human Resources Department.

Termination

All

It is the responsibility of the Department Head and Human Resources to investigate and determine the appropriate disciplinary action up to and including termination for fraudulent or other misuse of card privileges.

Purchasing with the P-Card

Making a CR-SDC related purchase with your P-Card is as simple as using any credit card. The chart below describes the process.

You place an order for goods/services with the supplier either by phone, fax* or in person. * If by fax, do not leave the order form where someone can copy your credit card information. Fax should be a last resort, as even though you may be sure it is not left in the machine, you don't know what is happening on the recipient's end. Therefore, if they require a form be faxed in, we recommend that you do so, but leave the Credit Card # field blank and call them with this information instead.
The Supplier processes the transaction requesting purchase authorization from JPMC; i.e. to assure the purchase is not from a supplier type that has been excluded and that the amount is within the cardholder's limits.
If you are at the supplier location, review the sales receipt prior to signing to be sure tax hasn't been charged . After signing, be sure to keep the cardholder copy of the receipt. You can then take your purchase with you.
If you make the purchase by phone or fax, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and the sales receipt in person. Fax receipts are acceptable.
All receipts should be retained in an envelope for reconciliation purposes.

Tracking Purchases

A Purchase Requisition must be completed within 24 hours of your P-Card purchase.

Some Managers and/or Directors have assigned one person the responsibility for reconciling their cardholder's statements. In order to assure they can do so properly, it is critical that you retain receipts for every purchase made using the card. Receipts should be kept in the order the transaction was made to expedite the reconciliation process. A P-Card Payment Record form must be completed with receipts attached and given to Thomas line by the fourth day of the upcoming month.

Receipts must be maintained for every purchase; failure to provide a receipt will result in disciplinary action. If you are unable to produce a receipt for a purchase, you must complete an Affidavit of P-Card Receipt located on the Insider at Insider>Documents>P-Card Affidavit of Purchase/Receipt.

Returning Purchases

If an item is not satisfactory, or a wrong item is delivered, damaged and/or defective, etc., the cardholder should make contact with the vendor to explain the problem and follow the return policies established by the vendor. Record the return on the original receipt and staple any credit memos issued to that receipt. **Do not accept a cash refund.**

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued to that receipt. **Do not accept a cash refund.**

Reconciling your Statement

Our billing cycle begins on the 5^h day of each month and ends on the 4th. Login into SDOL using the following link/address: <https://smartdata.jpmorgan.com>. Once you have done so, select Account Activity, then Transaction Summary and complete the following steps:

1. Complete the search fields on the Transaction Summary screen. To search for transaction data, select a reporting cycle or a date range
2. Click the Search button. The transactions that match your search criteria display.

Transactions should be reviewed within 72 hours of your purchase and the reviewed box should be checked.

- Transactions can take from 1-3 days to post; therefore, if you made a purchase toward the end of the billing cycle, it may not appear until the next month's statement. All transactions are listed in chronological order; therefore, this process can be made easier if you file your receipts in the same manner.

The entire process of reconciliation must be completed and submitted to Accounts Payable **no later than two business days following receipt of statement**; these includes having the P-Card auditor review and sign the statement. Cardholders who have the responsibility of reconciling their own statements must provide their **signed** statement with their receipts attached within two business days after receipt to their P-Card Auditor.

If you do not have reconciliation responsibility, you should immediately provide this information to your department Auditor upon receipt of the monthly statement..

Note: Continued failure to submit your statements in a timely manner will result in your card being canceled.

Once you have accounted for all transactions noted on the monthly statement and have attached a receipt (or credit memo) as applicable, and any approval emails/notes from either the IT or Purchasing Department as applicable, forward the information to your P-Card Auditor for review and signature.

Disputed Items

If there is a discrepancy on the monthly statement, contact the supplier to try and resolve the situation. If successful, make a note on the monthly statement and be sure to verify the correction the following month. If the dispute can't be resolved with the supplier, contact JPMC at 866-491-9432. In some cases you may be required to fax a hard copy inclusive of signature to 866-865-2298. Disputed items must be reported within sixty- (60) days from the statement date. If required to submit a signed hard copy, request this from the Allocation person assigned to your department/division.

SECTION 2

Additional
Information
For
Cardholder Use Specific To
Travel And/Or
Seminar Registration

General

In addition to the benefits provided under Section 1, your card has been authorized to allow for travel/expenses and seminar registration. This means you may use the card when traveling for CR-SDC authorized business. All communications sent out regarding P-Cards also apply to you.

Types of Credit Card Purchases

In addition to the purchases noted in Section 1, examples of purchases that the P-Card may and may not be used for include, but are not necessarily limited to the items listed below. Please note that it is acceptable to use the Internet for all travel related purchases with the exception of per diem and non-reimbursable expenses.

Acceptable Purchase	Unacceptable Purchases
Airfare	Purchases or expenses for non-CR-SDC employees and/or family members
Seminar Registration	Non-reimbursable expenses charged to a hotel room such as phone calls, movies, etc
Pre-Paying for a hotel stay in order to receive a discounted rate for a conference. (Note: SDC is not exempt from room taxes outside of Wisconsin).	.

Expenses Exceeding Allowable Amount

In some cases expenses may exceed the amount allowed under the travel reimbursement guidelines and/or may not be eligible for reimbursement. This may include but is not limited to:

- ✓ All non-reimbursable expenses (personal calls, movies, laundry service, etc.)

These expenses must either be deducted on your expense report* if money is due upon completion of travel. If money is owed the CR-SDC, a check must be attached to CR-SDC travel expense report along with other general receipt. A copy of the general receipt **must be attached to your monthly statement**. (Work with the accounts payable person who handles this process for your department/division for any assistance needed in this process.)

Reconciling your Statement

In addition to the procedures noted in Section 1, other documents that must be submitted with your monthly statement are as follows:

Copies of:

- ✓ The seminar brochure and/or agenda verifying the dates and location of the seminar
- ✓ General receipt showing payment of charges in excess of allowable amounts
- ✓ Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted
- ✓ **ORIGINAL** Receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc.

SECTION 3

Internet Purchasing Policies

Purchasing on the Internet with P-Cards

CR-SDC P-Cards may be used on the Internet if the following criteria are met:

- Method is authorized by the department's internal control procedures
- Purchases can not exceed \$500 for a single transaction with the exception of travel and seminar registration
- Card must be assigned to a named individual; i.e. "Departmental" cards cannot be used on the Internet
- Cardholder must abide by the same guidelines agreed to on the Cardholder Agreement form;
- Cardholder is familiar with guidelines regarding safe purchasing on the Internet as noted below; and
- The Internet site for purchases is secured with safe electronic technology (Secure Sockets Layer or Secure Electronic Transmission protocol).

Key Information for Purchasing on the Internet

"Buyer Beware," has long been a principle for commercial transactions. This principle is valid for transactions facilitated through electronic commerce. Although there is no way to completely eliminate all risk from any purchasing activity, the following guidelines are included to increase awareness of Internet purchasing issues:

- Always use a secure Web browser
- Know your merchant
- Ask how information is passed to a merchant and secured on their computer system
- Obtain receipts
- Understand the troubleshooting process
- Protect yourself with current information

Always use a secure Web browser

Using any version of Microsoft Internet Explorer as your browser provides you with an added level of security when shopping on the Internet. These browsers use Secure Socket Layer (SSL) technology, a proven and easy-to-use system that lets your browser automatically encrypt or scramble your personal data before sending it to the merchant via the Internet. SSL shows you that a Web site is secure when a lock appears in your browser window (lower right hand corner). You can also look at the URL, or Internet Location, to verify the SSL protocol is in place. Most URL's start with **http://**, but when a site is secure, the URL will start with **https://** ("**s**" stands for **secure**).

Know Your Merchant

When considering an on-line purchase, please consider the following:

First, don't give out your credit card number online unless you have read and understand the company's privacy statement, disclaimer, terms and conditions, warranties **and** you have confirmed that they use safe online shopping technologies like SSL or Secure Electronic Translation (SET). SET is an added layer of protection that is emerging as an industry standard to make online purchasing safer than ever. Merchants who demonstrate they use the best available methods to make your Internet transaction as safe as possible are allowed to display the SET decal on their website. Some sites may claim to be encrypted when they actually are not. If you are not sure, ask for an alternate method of payment. You can check Yahoo! Shopping which lists

many of the online merchants who use secure technology for safe electronic transactions (other search engines might have similar lists).

Second, don't judge reliability by how nice or flashy a website may seem. Anyone can create, register and promote a website; it's relatively easy and inexpensive. Most legitimate merchants list their address, phone number and/or contact person. At a minimum, be sure there is a phone number present.

Third, online auction sales remain the number one Internet fraud reported to the National Consumers League's Internet Fraud Watch. Be careful not to be pressured into making an immediate decision. Reputable merchants will be happy to answer all of your questions and give you time to decide.

Last, if you have questions about a merchant, you can check the company's complaint record with the Better Business Bureau (see below for [web address](#)).

Ask How Information is Passed to Merchants and Secured

For many Internet purchases, you are asked to use a fill-in form on the merchant's website. Increasingly, merchants allow you to send some information via the fill-in form and to phone in the more sensitive information, in our case, the credit card number. For future purchases, you will usually only need to supply the last four or five digits of the credit card number to verify your identity.

Sometimes a merchant will keep your credit card number on their system in case you want to make additional purchases. How can you be sure the merchant is securing your personal information once it reaches their computer system? Although unlikely, it's possible that information stored in the company's database can be stolen by computer "hackers" or even by dishonest employees. When dealing with an unknown merchant, it might be worth asking the merchant how the information collected about purchasers is maintained in a secured fashion.

Obtain Receipts

Every type of P-Card transaction must have a receipt. An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the merchant verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your email address at a later date. If there isn't a sufficient description of the purchase noted, please write it in on the receipt.

Understand Troubleshooting Process

If you have placed an order online with a merchant and one or more of the following occurs, **call the Bank immediately to cancel your credit card** (1-800-316-6056).

- You don't receive the order within a reasonable amount of time (generally 2 weeks) and you are not receiving returned phone calls from the vendor.
- The phone number on the website is no longer a working number.
- You hear the merchant went out of business.

If it is necessary to cancel your procurement card as a result of a problem or suspected fraud, call the P-Card Administrator to report the card has been cancelled with the Bank and to receive help with the dispute process. A replacement credit card may be requested.

Protect Yourself with Current Information

Because the Internet is changing at such a rapid pace, the risks of Internet purchasing and the techniques you can employ to counteract those risks will be very different in three months, six months or a year. Following are related links to help you stay informed (not in priority order):

- www.fraud.org - The National Consumers League provides advice about telemarketing and Internet fraud.
- www.consumer.gov - This federal agency website provides consumer information and publications.
- www.BBBOnLine.org - The Better Business Bureau reliability program for participating online merchants' links to central BBB site for reports about businesses and information on how to contact individual BBBs across the U.S.

Frequently Asked Questions

Frequently Asked Questions

Do I have to enter a Purchase Requisition when using my P-Card?

Yes, you **must** enter a Purchase Requisition within 24 hours of your P-Card purchase.

Can I just turn in my receipts without any additional paperwork?

No, receipts must be attached to the P-Card Payment Record in the order of the transaction. The form must be completed listing the attached receipts.

Will having a CR-SDC P-card affect my personal credit?

No, absolutely not. The Bank has no personal information other than your date of birth, which is required for security purposes; i.e. to verify that if/when you call you are the cardholder. Additionally, as part of the security check they may ask for the last four digits of your social security and/or the first four letters of your mother's maiden name. We may have used your phone extension or social security number and an arbitrary word for your mother's maiden name. You have been given this information in the event you need to contact the bank; however, it should not be kept with the credit card itself.

What do I do if I find an incorrect charge on my statement?

You should always attempt to resolve an incorrect charge with the supplier first. If you aren't successful, follow the disputed items procedure noted above.

What about an unauthorized charge?

Contact JPMC immediately at 866-491-9432 to report unauthorized charges.

What if I lose my card or it is stolen?

Contact JPMC immediately, 1-800-316-6056 to report a lost/stolen card. Within one working day, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

What if I get charged sales tax?

You should always check your sales receipt before signing and if sales tax is included, ask them to void the transaction and re-process it exclusive of the sales tax. The tax-exempt number is noted on your card; however, we have provided you with a hard copy in the event the vendor requires one. If you are mailed the sales receipt and it includes the sales tax, contact the vendor and ask them to credit the sales tax.

CR-SDC Cardholders Agreement

Page 1 of 2

I have received a procurement card(s), hereinafter P-Card, for CR-SDC use, as well as a copy of the "Procurement Card Procedure Manual". **By signing below I certify that I have read and understand the P-Card Procedure Manual, as well as this Agreement.**

1. I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of CR-SDC and will strive to obtain the best value whenever possible.
2. I agree to use this card for approved purchases only and agree not to charge personal purchases under any circumstances. I understand that all charges will be billed to and paid directly by the CR-SDC. I understand that the bank cannot accept any payment from me directly; therefore, any charges made against my card that are personal will be considered unauthorized.
3. I understand that purchases made on the card adhere to the specified transaction dollar limit, and that I have been informed of these limits. **I further understand that I am not allowed to use this card for purchases required in a disaster recovery/business continuity situation; i.e. those purchases that are only being bought to assist in the recovery of critical functions.**
4. I understand there is a specific policy related to Internet purchases that I have read and understand.
5. I understand the card is issued in my name and will not allow any other person to use my card. I agree to maintain the card with appropriate security whenever and wherever I may use the card.
6. I understand that since the card is the property of the CR-SDC, I am required to comply with internal control procedures which may include being asked to produce the card to validate its existence, account number and produce receipts/statements to audit its use.
7. I understand that I will receive a monthly statement that reports any activity during the statement period. I, or my department designee, will attempt to resolve any discrepancies by contacting the merchant. If unsuccessful, I will contact the CR-SDC P-Card Administrator.
8. I understand that my Manager, the P-Card Auditor, Accounts Payable and/or the Internal Auditor, may audit P-Card transactions.
9. Failure to follow the P-Card Procedures, including unauthorized use of the card, may be considered, among other things, misappropriation of CR-SDC funds. Unauthorized use could result in a) immediate and irrevocable forfeiture of the card; b) disciplinary action up to and including termination of employment; or c) other appropriate action as warranted.
10. I understand that the card must be returned upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. Additionally, the card must be returned upon transfer or promotion from one CR-SDC department to another.

**CR-SDC
Cardholders Agreement**

Page 2 of 2

11. If the card is lost or stolen, I agree to immediately notify the P-Card Administrator in the CR-SDC Purchasing Department and JPMC (P-Card issuer) by calling 1-800-316-6056. Within one business day, I will call and complete the Lost or Stolen P-Card Form and send it to the P-Card Administrator notifying her/him of the lost/stolen card as well.

12. I understand that continued failure to submit my monthly statement in accordance with the procedures may result in my card being cancelled.

Employee Name (printed)

Employee Name (signed)

Employee's Department

Date Signed

Copy: P-Card Administrator, Cardholder



Community Relations-Social
Development Commission
(CD-SDC)

PROCUREMENT CARD
(P-Card)

PROCEDURE MANUAL



Welcome to CR-SDC's Procurement Card (P-Card) Program

The P-Card program is designed to make it easier and more cost effective for CR-SDC personnel to make small dollar purchases of goods and services from any supplier who accepts MasterCard; which most of our suppliers do.

If you have any comments, questions or feedback, please contact your P Card Administrator in Purchasing, via email or at ext. 2803.

This procedure manual consists of three sections: General Information & Cardholder Use, Additional Information for Cardholder Use Specific to Travel Responsibilities/Processes and Internet Purchasing Policies.

This manual will address most of your questions about the P-Card Program and provide guidelines for using your P-Card.

Listed below you will find definitions used throughout this manual.

JPMC	Abbreviation for JP Morgan Chase; the bank that provides our credit card services
SDOL	Abbreviation for JPMC's online system; Smart Data OnLine
P-Card	Procurement/Credit Card issued by the CR-SDC to an approved employee
Cardholder	Employee that has been issued a P-card and who is authorized to make purchases in accordance with these procedures.
P-Cardholder	Same as above except that it includes provisions for using P-card for travel and/or seminar registration. These employees must follow the same procedures as for cardholders but have special reconciliation processes when using for travel and/or seminar registration.
Allocation Personnel	An employee who can allocate the expenses to the correct account(s) for his/her cardholders.
P-Card Administrator	Individual responsible for issuing cards, providing training and responding to questions related to the program.
P-Card Auditor	A department head, supervisor or designee, who reviews and approves a cardholder's monthly statement of account in accordance with the procedures
P-Card Reconciliation Specialist	Individual responsible for accepting statements, responding to questions related to reconciliation or allocation and who is responsible for assuring payment to the card issuer.
Cardholder Statement	A monthly list of all transactions made by the cardholder. Unless otherwise directed by the department head and/or supervisor, the cardholder is responsible for reconciling the statement against purchases made.
Single Limit	The dollar amount established for a single transaction. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
Credit Limit	A dollar amount limiting the total dollar amount for all purchases made within a billing cycle. Our billing cycle begins on the 12th of each month. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
1099 Vendor	A 1099 vendor is defined as an individual, sole proprietorship or limited partnership that is paid more than \$600 for services. All medical and/or attorney's fees are considered 1099 reportable, regardless of their status.

SECTION 1

General Information & Cardholder Use

General

The unique P-Card the cardholder receives has his/her name embossed on it, as well as the CR-SDC and the tax-exempt number. The cardholder is the **ONLY person authorized to use the card**. The cardholder may make transactions on behalf of others in their department/division, however the cardholder is responsible for all use of his/her card.

A number of unique controls have been developed for this program that does not exist in a traditional credit card environment. These controls ensure the card can be used only for specific purposes and within specific dollar limits.

Cardholders that have been authorized to use their cards for travel and/or seminar registration **must** also review Section 2.

Cardholder Limits:

All P-Cards have a monthly limit, and in most cases, a single transaction limit. The P-Card Administrator, in conjunction with your department head/division manager or their designee, has established these limits. This information was provided to you when you received your training and/or your actual card. If you feel the limits are not sufficient and/or you feel you should be authorized to use your card for travel and/or seminar registration, you must have them issue the Change Form found in the Appendix or in on the Insider.

Note: Change in limits is subject to approval by P-Card Administrator.

If you have a card that allows you to use it for travel and seminar registration, your single limit may be higher to accommodate this, however, **when used for non-travel purposes, your purchases must remain under \$1,000 unless you have prior approval from the P-Card Administrator.**

Types of Credit Card Purchases

Examples of purchases that the P-Card may or may not be used for include, but are not necessarily limited to the items listed below. If you feel you have a need to purchase items on the "will do" list and/or the requisition submission schedule, you must obtain written approval from the applicable buyer before proceeding. Small dollar software/hardware requires written IT approval. All written approvals should be retained with your receipts, as they must be submitted with your monthly statement.

Examples of Acceptable Purchases	Examples of Unacceptable Purchases
Office Supplies thru Office Max only	Capital Equipment
Books, periodicals, subscriptions, video tapes, etc.	Services from a 1099 vendor
Small dollar Software/Hardware with IT approval* *IT approval must be in writing. Current point person for this purpose is Lisa Greco – ext.2787	Software/Hardware without IT approval
Maintenance/Repair/Operations Items	Personal Purchases
Safety Equipment/Supplies	Contracted Services
Internet Purchases under \$1000 (see also Section III)	Sales Tax
	Vehicle Repairs

Exceptions: Cards established as "Accounts Payable" Cards are allowed to process direct buys up to \$5,000. Additionally, if the master AP card is used to process payments against a purchase order, it may be used for any of the items listed under Unacceptable Purchases.

Abuse Policy

All cardholders and card users are expected to follow Procurement Card Program policies. Listed below are the actions considered to be abuse of the policy as well as the resulting consequences for the abuse. Consequences will be administered by the P-Card Administrator and/or Human Resources Division as applicable in accordance with the terms provided in the abuse sections below. Consequences are administrative actions taken in response to P-Card abuse. These actions include written notifications of abuse, additional training and/or temporary/permanent suspension of card privileges. Such actions are intended to give cardholders the assistance needed to be in compliance with the policy and to provide accountability for the Program.

Administering consequences shall not preclude the possibility of disciplinary action up to and including termination. The determination and administration of any disciplinary actions resulting from P-Card abuse shall be the responsibility of the Human Resources Division.

Individual Cardholder or Department Card User Abuse:

Level 1 Abuse

1. Purchasing restricted commodities
2. Failing to obtain receipts
3. Failure to follow Internet Guidelines when making Internet Purchases(Reference Section 3)
4. Failure to monitor charging of sales tax that result in charges of \$10 or more of sales tax in a single transaction.
5. Failing to use county-wide contract for commodities or services
6. Splitting transactions to bypass established limits without the approval of the P-Card Administrator.
7. Making unacceptable purchases as defined in the Procurement Card Procedure Manual
8. Failing to protect P-Card
9. **Failing to turn receipts and statements in to Accounts Payable within the given timeframe.**

Consequences for Level 1 Abuse:

First incident: Written notification (may be e-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's Manager and Director will also receive a copy of the notification.

Second incident: Forfeiture of P-Card privileges. Written notification with supporting documentation will be sent to cardholder, cardholder's Manager and Director

Continual abuse will result in extended to permanent suspension of card.

Level 2 Abuse

1. Using the card to purchase personal items or for personal use
2. Fraudulent Use

Consequences for Level 2 Abuse:

Reported fraudulent use will result in immediate revocation of the card.

Written notification of reported fraudulent use will be given to the cardholder's Manager, Director and to the Human Resources Department.

Termination

All

It is the responsibility of the Department Head and Human Resources to investigate and determine the appropriate disciplinary action up to and including termination for fraudulent or other misuse of card privileges.

Purchasing with the P-Card

Making a CR-SDC related purchase with your P-Card is as simple as using any credit card. The chart below describes the process.

You place an order for goods/services with the supplier either by phone, fax* or in person. * If by fax, do not leave the order form where someone can copy your credit card information. Fax should be a last resort, as even though you may be sure it is not left in the machine, you don't know what is happening on the recipient's end. Therefore, if they require a form be faxed in, we recommend that you do so, but leave the Credit Card # field blank and call them with this information instead.
The Supplier processes the transaction requesting purchase authorization from JPMC; i.e. to assure the purchase is not from a supplier type that has been excluded and that the amount is within the cardholder's limits.
If you are at the supplier location, review the sales receipt prior to signing to be sure tax hasn't been charged . After signing, be sure to keep the cardholder copy of the receipt. You can then take your purchase with you.
If you make the purchase by phone or fax, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and the sales receipt in person. Fax receipts are acceptable.
All receipts should be retained in an envelope for reconciliation purposes.

Tracking Purchases

A Purchase Requisition must be completed within 24 hours of your P-Card purchase.

Some Managers and/or Directors have assigned one person the responsibility for reconciling their cardholder's statements. In order to assure they can do so properly, it is critical that you retain receipts for every purchase made using the card. Receipts should be kept in the order the transaction was made to expedite the reconciliation process.

Receipts must be maintained for every purchase; failure to provide a receipt will result in disciplinary action. If you are unable to produce a receipt for a purchase, you must complete an Affidavit of P-Card Receipt located on the Insider at Insider>Documents>P-Card Affidavit of Purchase/Receipt.

Returning Purchases

If an item is not satisfactory, or a wrong item is delivered, damaged and/or defective, etc., the cardholder should make contact with the vendor to explain the problem and follow the return policies established by the vendor. Record the return on the original receipt and staple any credit memos issued to that receipt. **Do not accept a cash refund.**

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued to that receipt. **Do not accept a cash refund.**

Reconciling your Statement

Our billing cycle begins on the 5^h day of each month and ends on the 4th. Login into SDOL using the following link/address: <https://smartdata.jpmorgan.com>. Once you have done so, select Account Activity, then Transaction Summary and complete the following steps:

1. Complete the search fields on the Transaction Summary screen. To search for transaction data, select a reporting cycle or a date range
2. Click the Search button. The transactions that match your search criteria display.

Transactions should be reviewed within 72 hours of your purchase and the reviewed box should be checked.

- Transactions can take from 1-3 days to post; therefore, if you made a purchase toward the end of the billing cycle, it may not appear until the next month's statement. All transactions are listed in chronological order; therefore, this process can be made easier if you file your receipts in the same manner.

The entire process of reconciliation must be completed and submitted to Accounts Payable **no later than three business days following receipt of statement**; these includes having the P-Card auditor review and sign the statement. Cardholders who have the responsibility of reconciling their own statements must provide their **signed** statement with their receipts attached within two business days after receipt to their P-Card Auditor.

If you do not have reconciliation responsibility, you should immediately provide this information to your department Auditor upon receipt of the monthly statement..

Note: Continued failure to submit your statements in a timely manner will result in your card being canceled.

Once you have accounted for all transactions noted on the monthly statement and have attached a receipt (or credit memo) as applicable, and any approval emails/notes from either the IT or Purchasing Department as applicable, forward the information to your P-Card Auditor for review and signature.

Disputed Items

If there is a discrepancy on the monthly statement, contact the supplier to try and resolve the situation. If successful, make a note on the monthly statement and be sure to verify the correction the following month. If the dispute can't be resolved with the supplier, contact JPMC at 866-491-9432. In some cases you may be required to fax a hard copy inclusive of signature to 866-865-2298. Disputed items must be reported within sixty- (60) days from the statement date. If required to submit a signed hard copy, request this from the Allocation person assigned to your department/division.

SECTION 2

Additional
Information
For
Cardholder Use Specific To
Travel And/Or
Seminar Registration

General

In addition to the benefits provided under Section 1, your card has been authorized to allow for travel/expenses and seminar registration. This means you may use the card when traveling for CR-SDC authorized business. All communications sent out regarding P-Cards also apply to you.

Types of Credit Card Purchases

In addition to the purchases noted in Section 1, examples of purchases that the P-Card may and may not be used for include, but are not necessarily limited to the items listed below. Please note that it is acceptable to use the Internet for all travel related purchases with the exception of per diem and non-reimbursable expenses.

Acceptable Purchase	Unacceptable Purchases
Airfare	Purchases or expenses for non-CR-SDC employees and/or family members
Seminar Registration	Non-reimbursable expenses charged to a hotel room such as phone calls, movies, etc
Pre-Paying for a Hotel stay in order to receive a discounted rate for a conference. (Note: SDC is not exempt from room taxes outside of Wisconsin).	.

Expenses Exceeding Allowable Amount

In some cases expenses may exceed the amount allowed under the travel reimbursement guidelines and/or may not be eligible for reimbursement. This may include but is not limited to:

- ✓ All non-reimbursable expenses (personal calls, movies, laundry service, etc.)

These expenses must either be deducted on your expense report* if money is due upon completion of travel. If money is owed the CR-SDC, a check must be attached to CR-SDC travel expense report along with other general receipt. A copy of the general receipt **must be attached to your monthly statement**. (Work with the accounts payable person who handles this process for your department/division for any assistance needed in this process.)

Reconciling your Statement

In addition to the procedures noted in Section 1, other documents that must be submitted with your monthly statement are as follows:

Copies of:

- ✓ The seminar brochure and/or agenda verifying the dates and location of the seminar
- ✓ General receipt showing payment of charges in excess of allowable amounts
- ✓ Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted
- ✓ **ORIGINAL** Receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc.

SECTION 3

Internet Purchasing Policies

Purchasing on the Internet with P-Cards

CR-SDC P-Cards may be used on the Internet if the following criteria are met:

- Method is authorized by the department's internal control procedures
- Purchases can not exceed \$500 for a single transaction with the exception of travel and seminar registration
- Card must be assigned to a named individual; i.e. "Departmental" cards cannot be used on the Internet
- Cardholder must abide by the same guidelines agreed to on the Cardholder Agreement form;
- Cardholder is familiar with guidelines regarding safe purchasing on the Internet as noted below; and
- The Internet site for purchases is secured with safe electronic technology (Secure Sockets Layer or Secure Electronic Transmission protocol).

Key Information for Purchasing on the Internet

"Buyer Beware," has long been a principle for commercial transactions. This principle is valid for transactions facilitated through electronic commerce. Although there is no way to completely eliminate all risk from any purchasing activity, the following guidelines are included to increase awareness of Internet purchasing issues:

- Always use a secure Web browser
- Know your merchant
- Ask how information is passed to a merchant and secured on their computer system
- Obtain receipts
- Understand the troubleshooting process
- Protect yourself with current information

Always use a secure Web browser

Using any version of Microsoft Internet Explorer as your browser provides you with an added level of security when shopping on the Internet. These browsers use Secure Socket Layer (SSL) technology, a proven and easy-to-use system that lets your browser automatically encrypt or scramble your personal data before sending it to the merchant via the Internet. SSL shows you that a Web site is secure when a lock appears in your browser window (lower right hand corner). You can also look at the URL, or Internet Location, to verify the SSL protocol is in place. Most URL's start with **http://**, but when a site is secure, the URL will start with **https://** ("**s**" stands for **secure**).

Know Your Merchant

When considering an on-line purchase, please consider the following:

First, don't give out your credit card number online unless you have read and understand the company's privacy statement, disclaimer, terms and conditions, warranties **and** you have confirmed that they use safe online shopping technologies like SSL or Secure Electronic Translation (SET). SET is an added layer of protection that is emerging as an industry standard to make online purchasing safer than ever. Merchants who demonstrate they use the best available methods to make your Internet transaction as safe as possible are allowed to display the SET decal on their website. Some sites may claim to be encrypted when they actually are not. If you are not sure, ask for an alternate method of payment. You can check Yahoo! Shopping which lists

many of the online merchants who use secure technology for safe electronic transactions (other search engines might have similar lists).

Second, don't judge reliability by how nice or flashy a website may seem. Anyone can create, register and promote a website; it's relatively easy and inexpensive. Most legitimate merchants list their address, phone number and/or contact person. At a minimum, be sure there is a phone number present.

Third, online auction sales remain the number one Internet fraud reported to the National Consumers League's Internet Fraud Watch. Be careful not to be pressured into making an immediate decision. Reputable merchants will be happy to answer all of your questions and give you time to decide.

Last, if you have questions about a merchant, you can check the company's complaint record with the Better Business Bureau (see below for [web address](#)).

Ask How Information is Passed to Merchants and Secured

For many Internet purchases, you are asked to use a fill-in form on the merchant's website. Increasingly, merchants allow you to send some information via the fill-in form and to phone in the more sensitive information, in our case, the credit card number. For future purchases, you will usually only need to supply the last four or five digits of the credit card number to verify your identity.

Sometimes a merchant will keep your credit card number on their system in case you want to make additional purchases. How can you be sure the merchant is securing your personal information once it reaches their computer system? Although unlikely, it's possible that information stored in the company's database can be stolen by computer "hackers" or even by dishonest employees. When dealing with an unknown merchant, it might be worth asking the merchant how the information collected about purchasers is maintained in a secured fashion.

Obtain Receipts

Every type of P-Card transaction must have a receipt. An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the merchant verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your email address at a later date. If there isn't a sufficient description of the purchase noted, please write it in on the receipt.

Understand Troubleshooting Process

If you have placed an order online with a merchant and one or more of the following occurs, **call the Bank immediately to cancel your credit card** (1-800-316-6056).

- You don't receive the order within a reasonable amount of time (generally 2 weeks) and you are not receiving returned phone calls from the vendor.
- The phone number on the website is no longer a working number.
- You hear the merchant went out of business.

If it is necessary to cancel your procurement card as a result of a problem or suspected fraud, call the P-Card Administrator to report the card has been cancelled with the Bank and to receive help with the dispute process. A replacement credit card may be requested.

Protect Yourself with Current Information

Because the Internet is changing at such a rapid pace, the risks of Internet purchasing and the techniques you can employ to counteract those risks will be very different in three months, six months or a year. Following are related links to help you stay informed (not in priority order):

- www.fraud.org - The National Consumers League provides advice about telemarketing and Internet fraud.
- www.consumer.gov - This federal agency website provides consumer information and publications.
- www.BBBOnLine.org - The Better Business Bureau reliability program for participating online merchants' links to central BBB site for reports about businesses and information on how to contact individual BBBs across the U.S.

Frequently Asked Questions

Frequently Asked Questions

Do I have to enter a Purchase Requisition when using my P-Card?

Yes, you **must** enter a Purchase Requisition within 24 hours of your P-Card purchase.

Can I just turn in my receipts without any additional paperwork?

No, receipts must be attached to the P-Card Payment Record in the order of the transaction.

Will having a CR-SDC P-card affect my personal credit?

No, absolutely not. The Bank has no personal information other than your date of birth, which is required for security purposes; i.e. to verify that if/when you call you are the cardholder. Additionally, as part of the security check they may ask for the last four digits of your social security and/or the first four letters of your mother's maiden name. We may have used your phone extension or social security number and an arbitrary word for your mother's maiden name. You have been given this information in the event you need to contact the bank; however, it should not be kept with the credit card itself.

What do I do if I find an incorrect charge on my statement?

You should always attempt to resolve an incorrect charge with the supplier first. If you aren't successful, follow the disputed items procedure noted below.

What about an unauthorized charge?

Contact JPMC immediately at 866-491-9432 to report unauthorized charges.

What if I lose my card or it is stolen?

Contact JPMC immediately, 1-800-316-6056 to report a lost/stolen card. Within one working day, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

What if I get charged sales tax?

You should always check your sales receipt before signing and if sales tax is included, ask them to void the transaction and re-process it exclusive of the sales tax. The tax-exempt number is noted on your card; however, we have provided you with a hard copy in the event the vendor requires one. If you are mailed the sales receipt and it includes the sales tax, contact the vendor and ask them to credit the sales tax.

CR-SDC Cardholders Agreement

Page 1 of 2

I have received a procurement card(s), hereinafter P-Card, for CR-SDC use, as well as a copy of the "Procurement Card Procedure Manual". **By signing below I certify that I have read and understand the P-Card Procedure Manual, as well as this Agreement.**

1. I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of CR-SDC and will strive to obtain the best value whenever possible.
2. I agree to use this card for approved purchases only and agree not to charge personal purchases under any circumstances. I understand that all charges will be billed to and paid directly by the CR-SDC. I understand that the bank cannot accept any payment from me directly; therefore, any charges made against my card that are personal will be considered unauthorized.
3. I understand that purchases made on the card adhere to the specified transaction dollar limit, and that I have been informed of these limits. **I further understand that I am not allowed to use this card for purchases required in a disaster recovery/business continuity situation; i.e. those purchases that are only being bought to assist in the recovery of critical functions.**
4. I understand there is a specific policy related to Internet purchases that I have read and understand.
5. I understand that since the card is the property of the CR-SDC, I am required to comply with internal control procedures which may include being asked to produce the card to validate its existence, account number and produce receipts/statements to audit its use.
6. I understand that I will receive a monthly statement that reports any activity during the statement period. I, or my department designee, will attempt to resolve any discrepancies by contacting the merchant. If unsuccessful, I will contact the CR-SDC P-Card Administrator.
7. I understand that my Manager, the P-Card Auditor, Accounts Payable and/or the Internal Auditor, may audit P-Card transactions.
8. Failure to follow the P-Card Procedures, including unauthorized use of the card, may be considered, among other things, misappropriation of CR-SDC funds. Unauthorized use could result in a) immediate and irrevocable forfeiture of the card; b) disciplinary action up to and including termination of employment; or c) other appropriate action as warranted.
9. I understand that the card must be returned upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. Additionally, the card must be returned upon transfer or promotion from one CR-SDC department to another.

CR-SDC

Cardholders Agreement

Page 2 of 2

10. If the card is lost or stolen, I agree to immediately notify the P-Card Administrator in the CR-SDC Purchasing Department and JPMC (P-Card issuer) by calling 1-800-316-6056. Within one business day, I will call and complete the Lost or Stolen P-Card Form and send it to the P-Card Administrator notifying her/him of the lost/stolen card as well.
11. I understand that continued failure to submit my monthly statement in accordance with the procedures may result in my card being cancelled.

Employee Name (printed)

Employee Name (signed)

Employee's Department

Date Signed

Copy: P-Card Administrator, Cardholder